

Dean's Certification Procedure

A Dean's Certification is a letter commonly requested by third parties for a variety of reasons (e.g., transferring to another institution, admission to graduate/professional programs, state bar associations, government agencies, and for certain forms of employment) to determine whether a student (past or current) has a disciplinary record(s) on file with the Office of the Dean of Students.

A request for a Dean's Certification Letter is submitted online through the Dean of Students website at deanofstudents.gsu.edu and is typically completed by the student who as part of the request process gives consent for GSU to release the information to a third party. However, some requests are received directly from third parties using uploaded verification forms that include the student's signature granting permission for the release of information.

For purposes of Dean's Certification, the following information will be released upon request:

- All Code of Conduct violations for which a student has been found responsible, all disciplinary sanctions issued except as noted below, and a statement indicating whether the student is/is not in good conduct standing.
- If no applicable conduct history exists, the Dean's Certification letter will indicate that the student has no disciplinary history and is in good conduct standing.

Information regarding the following matters will not be included in Dean's Certification letters:

- Academic honesty violations in which the outcome was limited to an academic penalty (i.e., no disciplinary penalty was issued).
- Violations processed as University Housing Community Living Standard violations.
- Conduct matters resolved through alternative resolution options, including mediation, informal resolution, and restorative justice.
- Conduct matters for which a student is afforded Amnesty as defined in the Code of Conduct.
- Conduct records which have expired per applicable law or that are no longer maintained per University System of Georgia record retention policies.