

Dean of Students Disciplinary Records Request

The Dean of Students Office responds to requests for disciplinary records for current or former students. Disciplinary records may be required for application to graduate or professional programs, to transfer to another university, apply for study abroad programs, or related to a federal background check for employment or security clearances.

Disciplinary records contain information about a student's conduct history and eligibility to (re)enroll at the university based on their conduct record. Information provided will be limited to criteria as outlined in University records retention policies. The Dean of Students Office will provide a standardized Conduct History summary in response to these requests.

When reporting disciplinary records, what does the Dean of Students Office provide?

If there are reportable records, the Dean of Students office will issue a Conduct History Report containing the following information:

- case number
- incident date
- violations with a finding of responsible or unresolved
- sanctions issued and completion status
- eligibility to (re)enroll at the University

If there are no reportable records, the Conduct History Report will state *****NO RECORD TO REPORT – INDIVIDUAL ELIGIBLE TO REENROLL BASED ON CONDUCT HISTORY***.**

How long does the Dean of Students Office maintain and report records?

The length of time we maintain, and report records depends on the outcome of the case.

- Records for students suspended, expelled, or dismissed from the University are maintained permanently.
- Records for students not suspended, expelled, or dismissed are retained for a period of seven (7) years after University action is completed. For more details see [UM System Student and Academic Affairs Authorization No. 77-117](#)

Does the Dean of Students Office report any other records?

The Dean of Students Office does NOT report other records or provide any additional information.

Examples of information The Dean of Students Office does NOT provide include:

- enrollment dates
- grades
- degrees awarded
- financial obligations
- scholarships
- character references

The Dean of Students Office provides information regarding disciplinary records *only*. Inquiries regarding a student's academic standing, grades, or degrees conferred to the University Registrar at registrar@mst.edu or 573-341-4181.

How long does it take to process a request?

While we can often complete records requests within two to four business days, some cases require more time.

How do I submit a request?

- Use the [online form](#) to make a disciplinary history request.
- Please follow the instructions found on the online form.
- The online form requires you to submit a signed release by the individual for which the request is being made.



Online Form

Protecting Privacy

The Family Educational Rights and Privacy Act (FERPA) protects student disciplinary records. For more information about FERPA visit <https://registrar.mst.edu/ferpa>.

- The University reserves the right to follow-up with the individual for which information is being requested.