

June 1, 2017

Requesting Institution
Attn: Admissions Office
111 Some Street
Anywhere, US 55555

Re: John Doe Smith

I am writing in response to a request for information on the above referenced student. This individual has given written consent indicating that information pertaining to records at The University of Georgia may be released to you.

During enrollment at the University of Georgia, this individual was involved in the following disciplinary action:

Found in violation of the following Code of Conduct regulations on 3/1/2017:

CR 4.1: Use or possession of alcoholic beverages except as permitted by law and University Alcohol and Other Drug Policies.

As a sanction, this individual was required to complete an alcohol education course at the University Health Center and was placed on probation through 3/1/2018.

The University of Georgia considers this matter resolved.

Per the policy of the Board of Regents for the University System of Georgia, the Office of Student Conduct retains conduct records for five years after the student's date of last enrollment.

Please note that my office does not handle cases involving academic dishonesty or verify academic eligibility. Certification for those areas should be added/attached to this letter by the appropriate offices as part of the Dean's Certification process. They may not be included if the request for this letter was for conduct record(s) only.

If you need further information, or if I can be of further assistance, do not hesitate to contact me at 706-542-1131.

Sincerely,

Rebecca Scarbro, J.D.
Associate Director for Student Conduct