

# **Dean's Certification**

Office of the Dean of Students  
University of Texas at El Paso



## **INSTRUCTIONS AND INFORMATION**

A dean's certification is required by some law schools, State Boards of Law Examiners, medical/veterinary schools and several state and federal agencies. The certification is used for verification of academic dishonesty/disciplinary actions during a student's tenure with the university. It may also be used to assess the academic, co-curricular and/or financial status of the student at the University. Depending on the length of the form and the number of departments needing to complete the form, the certification process can take several weeks. In order for the law, medical or veterinary school and federal/state agencies to receive your application by the deadline for admissions or position, we highly recommend a minimum of one month notice for any dean's certification.

## **GUIDELINES AND TIMELINE FOR CERTIFICATION**

Each certification for should be accompanied by a stamped, pre-addressed envelope to each individual entity.

- Separate forms **MUST** be used for each area of interest:
  - Discipline/Academic Integrity – Office of Student Life
  - Grades/GPA/Courses – Registrar
  - Financial Records – Student Business Services
- After processing, the forms are mailed directly to the entity – **NOT** the student

You should submit your forms to the appropriate department at least one month before the schools, agency's, Board's deadline.

### **Forms should be sent or delivered to:**

#### *Academic Integrity/Discipline*

##### **Office of Student Life**

ATTN: Certification Official

500 W. University

Union West 102

El Paso, TX 79968-0644

Office: (915) 747-5648

Fax: (915) 747-6471

[www.utep.edu/dos](http://www.utep.edu/dos)

#### *Grades/GPA/Course Load*

##### **Registrar**

ATTN: Certification Official

500 W. University

Academic Services Building, RM 123

El Paso, TX 79968

Office: (915) 747-5550

Fax: (915) 747-5392

[www.academic.utep.edu/registrar](http://www.academic.utep.edu/registrar)

#### *Financial Records*

##### **Student Business Services**

ATTN: Certification Official

500 W. University

Academic Services Building, RM 204

El Paso, TX 79968

Office: (915) 747-5204

Fax: (915) 747-5631

[www.academic.utep.edu/finaid](http://www.academic.utep.edu/finaid)

#### *Criminal Background Check \**

##### **UTEP Police Department**

ATTN: Criminal Investigation Division

3118 Sun Bowl Drive

UTEP Police Department

El Paso, TX 79968

Office: (915) 747-6636

Fax: (915) 747-5636

[www.utep.edu/police](http://www.utep.edu/police)

*\* A criminal background request may be returned to the requesting person via fax or e-mail or US Postal Service. Please call the criminal investigation division at (915)747-6636.*

## FREQUENTLY ASKED QUESTIONS (FAQ'S)

**Q: Do I need to meet with the Dean of Students or any other University administrator in order to get my certification processed?**

A: No, there is no need to meet with the Dean or any other administrator. Forms should be dropped off at the appropriate department. The forms will then be processed and forwarded to the appropriate school or agency.

**Q: Will UTEP accept a faxed or e-mailed certification form?**

A: No, UTEP requires an original signature, and therefore will not accept faxed or e-mailed certification forms.

**Q: Will UTEP fax the forms to the school for me?**

A: No. Most institutions will not accept a faxed or e-mailed copies of certification forms for the same reason UTEP does not accept them.

**Q: How will the forms be mailed to the institutions?**

A: You may include a stamped, pre-addressed regular business-sized, envelope for each form to be sent via the U.S. Postal Service.

**Q: Is there a certification form processing fee?**

A: No, UTEP does not charge for processing certification forms.

**Q: If I have a disciplinary and/or academic probation record at UTEP, what happens after the Office of Student Life or Registrar checks the affirmative boxes on the certification forms?**

A: For any affirmative responses to disciplinary questions, the Office of Student Life must provide a statement of explanation to accompany the form. For affirmative responses to academic standing questions, the Registrar will do the same.

**Q: If no Dean's Certification Form is provided by the school/entity to which I am applying, but some type of disciplinary clearance is required, what should I do?**

A: Send a request for a clearance letter to the Office of Student Life that includes your 800# and signature. Be sure to include with your request a stamped, pre-addressed envelope to the school/entity requiring the clearance, the instructions and/or copy of the request from the school/entity, its name, and your contact information.

**Q: Does either the Office of Student Life or Registrar retain a copy of the certification forms they process?**

A: Yes