



OFFICE OF THE DEAN OF STUDENTS  
NORTH CAROLINA AGRICULTURAL & TECHNICAL STATE UNIVERSITY  
GREENSBORO, NC 27411  
336-334-7791

## DEAN'S CERTIFICATION FORM

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Banner Number: \_\_\_\_\_

As a part of the university's hiring process, employers do a disciplinary clearance check to see if the applicant has any pending disciplinary cases.

By signing this form, you confirm that you understand that your disciplinary record will be reviewed by the hiring manager.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Do note that the Office of the Dean of Students does not provide or discuss information about any student cases unless the student has waived their rights under FERPA. The office does, however, confirm whether the student has a "pending case". A pending case implies that the student has incomplete sanctions or the student has not met with the Office of Student Conduct to resolve their case.*

*If the applicant has a current pending case and wants to waive their rights under FERPA and authorize NC A&T to release or discuss their pending case with the hiring manager, they would need to provide a signature below, or they may choose not to waive their rights.*

*The hiring manager hires at their own discretion.*

\_\_\_\_\_ By checking this box and signing below, I confirm that I do not have any pending cases with the Office of Student Conduct.

\_\_\_\_\_ By checking this box and signing below, I acknowledge and agree to waive my rights under FERPA and authorize NC A&T to discuss my pending case with the hiring manager. This authorization can be used only once.

\_\_\_\_\_ By checking this box and signing below, I acknowledge that **I do not want to waive my rights.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date