

Dean's Certification Forms: Instructions and Information

Graduate schools and other professional licensing organizations, such as the American Bar Association, frequently require a dean's certification from an applicant's undergraduate institution. They wish both to confirm the dates of the applicant's attendance and graduation, and to learn if the applicant was ever the recipient of official College discipline. At Middlebury, the sanctions of *disciplinary probation* and *suspension* are considered official College discipline and are disclosed if requested on a dean's certification form.

The Office of the Dean of the College responds to questions regarding disciplinary records on dean's certification forms. If you would like a dean's certification form processed, please include along with the certification form(s) a cover letter of request with the following information:

- Your full name as you were registered at Middlebury College;
- Your Middlebury ID number or date of birth;
- Your Commons affiliation when you graduated;
- A phone number and/or an e-mail address where you can be reached.

If you graduated within the last three years, please mail your request and accompanying forms to your former Commons Office (see below):

Debbie Cousino, Commons Coordinator
Atwater Commons, Allen first floor, Room 153
Middlebury College
Middlebury, VT 05753
Email: cousino@middlebury.edu
Phone: (802) 443-3310
Fax: 443-3319

Diane Burnham, Commons Coordinator
Brainerd Commons, Proctor Hall, Lower Proctor
Email: dburnham@middlebury.edu
Phone: (802) 443-3320
Fax: 443-3329

Linda Schiffer, Commons Coordinator
Cook Commons, Battell North, Room 150
Email: lschiffer@middlebury.edu
Phone: (802) 443-3330
Fax : (802) 443-3339

Sue Harris, Commons Coordinator
Ross Commons, Ross Lower Level, Room 002
Email: sharris@middlebury.edu
Phone: (802) 443-3340
Fax: (802) 443-3349

Brenda Fizur, Commons Coordinator
Wonnacott Commons
Email: bfizur@middlebury.edu
Phone: (802) 443-3350
Fax: (802) 443-3359

— Dean's Certification Forms, continued —

If you graduated more than three years ago, please send your letter and accompanying forms to:

Undergraduate College:

Dean of the College Office
Taunia Cantin, Administrative Coordinator
Middlebury College
Middlebury, VT 05753
Email: tcantin@middlebury.edu
Phone: (802) 443-5382
Fax: (802) 443-2525

Summer Language School/Bread Loaf School of English:

Marilyn Ewell, Associate Registrar for Language Schools
Registrar's Office
Middlebury College
Middlebury, VT 05753
Email: mewell@middlebury.edu
Phone: (802) 443-5531
Fax: (802) 443-2036

** If you are unsure of your Commons, please contact Taunia Cantin, Administrative Coordinator in the Dean of the College Office, by phone or e-mail.*