

# Dean's Forms

Throughout your academic journey at Tufts, there may be instances where you require a Dean's signature or a specific form for various purposes. Below, you will find a curated selection of forms, along with detailed instructions on how to complete and submit them correctly.

**Please note: advanced notice is absolutely required.** If adequate advanced notice -- a minimum of 5 business days -- is not provided, we cannot guarantee your forms will be completed and sent prior to your deadline. Keep in mind that administrative offices are only open Monday through Friday between 9am-5pm ET.

Please reach out to [DeansForms@tufts.edu](mailto:DeansForms@tufts.edu) with any questions.

## Dean's Certifications

Many forms require verification of a student's good academic and/or disciplinary standing, as well as a signature from a college official. To request verification or completion of a form, please email the form to [DeansForms@tufts.edu](mailto:DeansForms@tufts.edu). If possible, kindly include an editable PDF version of the form that requires a signature in your email.

## FERPA Requests

The Family Educational Rights and Privacy Act of 1974 ("FERPA") provides students certain rights with respect to their educational records. The full policy can be reviewed on the [Department of Education's website](#). In general, these rights include:

1. Access to your "educational records" (as defined).
2. The right to seek to change portions of your records which are incorrect or inaccurate
3. The right to limit or prevent disclosure of your records to third parties, except those allowed access by FERPA.

For more information about FERPA, please visit [this page](#).

If you would like to access your "educational records", please contact [DeansForms@tufts.edu](mailto:DeansForms@tufts.edu), and we can send the records to you either digitally\* or you can make an appointment to view the records in person. Appointments to view records will be held in Dowling Hall between the hours of 9 AM and 5 PM, Monday through Friday. Please note that the University may redact confidential or non-responsive information from your records prior to the appointment.

(\*Note: FERPA records can be sent digitally **ONLY** if the request comes from a Tufts email address.)

## College Reports

The College Report (CR) is a form used to verify important details about a student's academic history, including GPA, academic and disciplinary standing, and other relevant information for those seeking to transfer to another university.

As part of the application process, most colleges require a CR along with other academic documents. While many institutions utilize the Common Application, some prefer the Scoir platform or their own customized application systems. Be sure to complete the correct form for the specific school to which you are applying!

***Need a College Report completed?*** Please ensure the **Student Section** and **FERPA Release** are completed, then use [this survey](#) to submit!

*Note:* Please use the digitally fillable PDF documents below, if possible.

[Click here for a Blank Common App College Report PDF](#)

For a list of schools that accept the Common App, [Click here](#)

[Click here for a Blank Scoir College Report PDF](#)

For a list of schools that accept the Scoir Application, [Click here](#)

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## **Midterm Reports**

The Midterm Report is a form that requests information about your current courses. You can complete this reporting using details from your transcript or student information portal.

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