Dean of Students Office  
Student Conduct MyKU Hold Request Form

Terms & Conditions:

• A student conduct hold (aka service indicator) may be placed on a MyKU account because a student has not fulfilled ALL assigned sanctions by the appointed deadline(s).
• This request applies only to holds administered by the Dean of Students Office.
• The student conduct hold on your MyKU account will be temporarily lifted in order for you to conduct university business; however, you are still required to complete your sanction(s) within two (2) weeks of this request.
• The hold on your MyKU account will be reinstated should you fail to complete your sanction(s) within this period of time. Additionally, a student conduct charge may be filed against you for failure to comply with the terms of this agreement.
• Students are permitted only one approved request per incident.
• All requests will be reviewed on a case-by-case basis and are approved or denied upon review of a student’s conduct record. Not all requests will be approved.
• Students will be notified via email of the approval once processed.
• All request must be submitted to:

  Dean of Students Office  
  Kutztown University  
  119 Stratton Administration Center  
  PO Box 530  
  Kutztown, PA 19530  
  studentconduct@kutztown.edu  
  610-683-1320; 610-683-1521 (fax)

Name: ________________________________  Student ID#: ________________________________
Signature*: ________________________________  Date: ________________________________

*By signing this request, I agree to the terms and conditions noted above.

For Office Use Only:

Incident #: ________________________________  Date Unsealed: ________________________________
Reviewed By: ________________________________  Date Resealed: ________________________________

Request:  ☐ Approved  ☐ Denied

Reason for Denial (if applicable):

Notes: