The faculty member must file a record for each case of academic dishonesty, including a description of the disciplinary action taken, along with any materials involved, with his or her college dean, who will forward a copy to the Office of Student Affairs. The office of the academic dean of the college in which the offense took place will maintain records of all cases of academic dishonesty reported for a period of five years. The Office of Student Affairs will also maintain records of such cases for a period of five years. The Office of Student Affairs will inform the Graduate Dean as appropriate.

Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. Students who wish to appeal an academic dishonesty decision should contact the Office of Student Affairs for guidance.

ACADEMIC RECORDS

Permanent academic records are maintained in the Office of Admissions and Records. Admission and matriculation information, including transcripts received from other schools, are also filed in this office.

When a transcript or other document has been submitted to Texas A&M University-Corpus Christi, it becomes the property of the University and will not be yielded back to the student as an original.

Academic files and degree plans are maintained in the offices of the college deans. The college deans are responsible for certifying that students receiving bachelor’s degrees have satisfied all college degree requirements. The Director of Admissions and Records is responsible for certifying that University minimum requirements have been satisfactorily completed.

CHALLENGE TO AN ACADEMIC RECORD

A student who wishes to challenge the accuracy of the academic record established at Texas A&M University-Corpus Christi and held in his/her behalf, must notify the Director of Admissions and Records in writing and explain in detail the nature of the error. The Director of Admissions and Records will study the challenge and the contents of the student’s file, and consult with the appropriate academic personnel. The Director of Admissions and Records will reply to the student within 20 working days.

The student has one calendar year from the date that the datum becomes a fact of record to initiate a challenge. If a challenge is successful and affects the student’s GPA, honors status or similar rubric, the historical record will be altered accordingly.

Application of this policy is not intended to abridge, supplant, or supersede other deadlines. The University reserves the right to correct or amend an academic record at any time that an error may be detected. In each case, the student will be given written notice of the change.

CHANGE OF NAME OR ADDRESS

Changes of name must be filed in the Office of Admissions and Records. Address and/or telephone number changes may be processed through the Office of Admissions and Records or through the web using the Student Academic Information Link (SAIL).

DEATH OF A STUDENT

When the death of a currently enrolled student is reported, the Office of Student Affairs is notified. The Office of Student Affairs takes the following steps:

1. Notifies the President, the Provost, Public Affairs, and the appropriate academic dean and faculty members.

2. Notifies the Office of Enrollment Management to seal records and take any other appropriate actions regarding the student’s status, such as notifying the Bursar and the Office of Financial Aid.