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
Permanently 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 degrees have satisfied all college degree requirements. Degree plans for graduate students should be developed by the time students have completed half of the course work in the program, and copies should be forwarded to the Office of Graduate Studies and Research.

The Director of Admissions and Records, the college deans, and the Graduate Dean have specific responsibilities in certifying that University minimum requirements have been satisfactorily completed. The Graduate Dean will complete the degree audit for graduate students and report the outcome to the Director of Admissions and Records.

CHALLENGE TO AN ACADEMIC RECORD
A student who wishes to challenge the accuracy of the academic record (official transcript) 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).

STUDENT RECORDS POLICY
The University accumulates data and keeps records to enable staff and faculty to plan educational opportunities to meet the needs of individual students, to better understand students, to counsel them more effectively, and to assist them in placement in graduate education or employment after graduation.

The University maintains student records in several locations, including the Office of Admissions and Records, Office of Graduate Studies and Research, Office of Student Fi-