**Equal Access and Opportunity**

Admission to and participation in the educational programs and activities of The Texas A&M University-Corpus Christi shall be open to all qualified individuals regardless of race, color, religion, sex, national origin or disability.

**Student Responsibility**

While University personnel may assist students in progressing toward the degree that they are seeking, the final and ultimate responsibility for understanding and following the degree requirements rests with the students themselves. Each student is held responsible for knowing degree requirements, for enrolling in courses that fit into degree programs, and for taking courses in the proper sequence to ensure orderly progression of work. The student must seek advice about degree requirements and other University policies when necessary. The student is held responsible for knowing and abiding by University regulations regarding the standard of work required to continue in the University, as well as those dealing with academic integrity, scholastic probation, suspension, and dismissal. Additionally, the student is expected to comply with the rules and process in this handbook and code of conduct, which are administered by the Office of Student Affairs.

**Student Records**

The Family Educational Rights and Privacy Act (FERPA) afford you certain rights with respect to your education records. These rights include:

1. The right to inspect and review your education records within 45 days of the day the University receives a request for access. You should submit to the registrar, dean, or head of the academic department or other appropriate official a written request that identifies the record(s) you wish to inspect. The University official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise you of the correct official to whom the request should be addressed.

2. The right to request the amendment of your education records that you believe is inaccurate or misleading. You should write the University official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by you, the University will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will
be provided to you when you are notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office.

5. For more information about your rights under FERPA, contact the Office of Admissions and Records at 825-7024 or visit the University’s website at: www.tamucc.edu/catalog/Catalog07/Undergraduate/general/general.html

It is your responsibility to inform the Office of Admissions and Records if your telephone number and/or local address change. To change your address, go to the Office of Admissions and Records in the Student Services Center (Round Building) or logon to Student Services at www.tamucc.edu/~admiss/sailweb/index.html. You also should maintain current emergency notification information on file so that we can contact a relative or friend in case of a crisis.

Student-Right-to-Know and Campus Security Act of 1990

You have the right to know about campus crime statistics, security resources and rules and regulations. You can check out a copy of the latest report by going to our website or calling the University Police Department at 825-4444 to request a hard copy.