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 the University Registrar. 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 Office of the University Registrar 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 Office of the University Registrar in writing and explain in detail the nature of the error. The Office of the University Registrar will study the challenge and the contents of the student’s file, and consult with the appropriate academic personnel. The Office of the University Registrar 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 the University Registrar. Address and/or telephone number changes may be processed through the Office of the University Registrar 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 the University Registrar, Office of Student Financial Assistance, Business Office, offices of academic deans and faculty, Office of Student Affairs, Office of the Director of the University Core Curriculum Program, Office of Graduate Studies and Research, Office of Public Affairs, Career Services, University Health Center, University Counseling Center, Disability Services, and Alumni Office. Provisions are made in these offices for students to review and challenge the accuracy of records when appropriate and upon request.

The University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) and with the Texas Public Information Act. FERPA is a federal law intended to protect the privacy of education records, to establish the rights of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or
misleading information through informal or formal hearings. Information in student records may be provided to parents without the written consent of the student if the eligible student is a financial dependent of his or her parents as defined under Section 152 of the Internal Revenue Code of 1954. Such requests should be submitted to the Office of the University Registrar.

Students have the right to inspect and review their education records, except for the following:

1. Financial records of the student’s parents.
2. Confidential records and statements of recommendation, which were placed in the education records prior to January 1975.
3. Confidential records and statements of recommendation, which were placed in the student’s education records on or after January 1, 1975, if the student has waived the right to review the letters or statements.

Education records, as defined by FERPA, do not include the following: a personal record of a University faculty or staff member that is in the sole possession of the individual who made it and that has never been revealed to any other person except the maker’s temporary substitute; certain employment records; student health records; student records of personal counseling (records protected under other laws and regulations); and records maintained by a University law enforcement unit that were created by that unit for the purpose of law enforcement. (However, the University may release to an alleged victim of a crime of violence the results of a University disciplinary proceeding concerning the alleged perpetrator of the crime.)

The University maintains two types of student education records: directory information and other student records. Directory information is considered public information and will be released by the University upon request, in accordance with existing law. This public information includes: name; home address; local address; local telephone number; date of birth; field of study; enrollment status (full-time, part-time, undergraduate, graduate, etc.); classification (fr., so., jr., sr.); dates of attendance; degrees, certificates, and other awards received (if any); the type of degree received; date of graduation; name of most recent previous institution attended; and similar information. A student who does not wish this public information to be released must complete the appropriate form and submit it to the Office of the University Registrar.

With the exception of directory information, the University will not permit the release of personally identifiable information in education records without the prior written consent of the student, except as follows:

1. To appropriate University personnel who need access to educational records to perform their legitimate educational duties.
2. To officials of other schools in which the student seeks to enroll, provided the student is notified of what is being released and is given a copy if desired.
3. To federal, state, or local officials authorized by law.
4. In connection with a student’s application for, or receipt of, financial aid.
5. To organizations conducting educational studies, provided that these organizations do not release personally identifiable data.
6. To accrediting organizations.
7. To the parents who certify that a student is carried as a dependent for federal income tax purposes.
8. To appropriate persons, in an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
9. To individuals requiring such information by means of a judicial order or a lawfully issued subpoena, provided a reasonable effort is made to notify the student in advance of compliance.
The University does not maintain records of membership in organizations or of political, racial, or religious affiliations.

The acquisition and dissemination of information for records is based on a respect and concern for the privacy and protection of the individual student. However, the obligation of confidentiality may lapse when the common welfare of the community or the welfare of the individual demands revelation such as in the case of suicidal preoccupations, expressed homicidal thoughts or actions, commission of a felony, or similar circumstances. Evaluation and interpretation of a student’s records shall be done only by a professional and qualified staff person.

POLICIES SUBJECT TO CHANGE

Although every effort has been made to provide complete and accurate information in this catalog, changes may occur at any time, without notice, in academic policies and regulations.