



TRANSFER STUDENT DISCIPLINARY RECORD CHECK

Transfer applicants must provide verification of their disciplinary status with any schools they are currently attending or have previously attended. The student must fill out the top portion (Section A) of this form and then submit it to the Dean of Students or appropriate student conduct administrator at **every college he or she has attended**. The Dean of Students at each institution will complete the bottom portion (Section B) of this form and then forward it to the address provided below. Please contact the Dean of Students at Carson-Newman University at 865-471-3238 if you have questions related to this form. **Note: If you have attended more than one institution, please make additional copies of this form.** Honorably discharged veterans may submit a DD214 in lieu of obtaining disciplinary record check forms from their previous institutions. Return completed forms to:

**Carson-Newman University
Office of the Dean of Students
CN Box # 72047 Jefferson City, TN 37760
Fax # (865) 471-4583 or scan to sball@cn.edu**

SECTION A To be completed by Student:

Name: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip Code: _____

Name of college previously attended: _____ Dates Enrolled: _____

By signing below, I authorize release of all information requested on this form.

Signature of Student

Date

SECTION B To be completed by the Dean of Students at school(s) you have attended:

- 1) Is the student currently enrolled? Yes ___ No ___
2) Is the student's disciplinary record clear? Yes ___ No ___

***If the disciplinary record is not clear, please include an explanation of the student's disciplinary infractions and sanctions imposed.

- 3) Is the student currently on disciplinary probation or suspension? Yes ___ No ___
4) Is the student eligible to return to your institution? Yes ___ No ___

Name: _____ Title: _____

Institution: _____ Telephone: _____

Signature

Date