



TRANSFER STUDENT DISCIPLINARY RECORD CHECK

Transfer applicants must disclose their disciplinary history from all schools they are currently attending or have previously attended. The student must sign 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 submit it to Carson-Newman by fax, scanned email, or mail. **Note: If you have attended more than one institution, please make additional copies of this form.** 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
Phone # (865) 471-3238

SECTION A: To be completed by Student

Name: _____
Last First Middle

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 at your institution? Yes ___ No ___
- 2) Has the student been held responsible for any code of conduct violation?* Yes ___ No ___
- 3) Has the student been found responsible for a violation of the Title IX policy?* Yes ___ No ___
- 4) Is the student currently on disciplinary probation or suspension? Yes ___ No ___
- 5) Is the student eligible to return to your institution? Yes ___ No ___

*If the answer to either question 2 or 3 is yes, please provide documentation of the infraction, the process used to determine a decision of responsibility, and any sanctions imposed.

Name: _____ Title: _____

Institution: _____ Telephone: _____

Signature

Date