



# TEXAS A&M INTERNATIONAL UNIVERSITY

A Member of The Texas A&M University System

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## Office of Student Affairs

### Roster Form

The Office of Student Affairs maintains rosters of all student organizations for several reasons:

1. To determine the academic eligibility and active status of members
2. To keep records of the general involvement of TAMIU students
3. To maintain clear communication with organization members and leaders

An official roster must be submitted each semester and updated every time new members join an organization. Once the original roster is turned in, it is the organization's responsibility to accurately maintain updated rosters each semester.

The roster form must include the name and identification number of each member of an organization.

Requests to remove names from the roster must be presented in writing to Student Affairs. If a member permanently leaves an organization or assumes alumni status, that individual's name should be removed from the roster. Alumni status is a permanent action that cannot be reversed.

### Release of Grades to Other Students

Grade reports are compiled at the end of each semester and the Department of Student Affairs notifies officers of members who become inactive based on academic performance. The specific GPA will not be disclosed unless the student gives permission to release those grades by signing the membership roster. **Grades will not be released to any other students.**

## Student Organization Roster

Name of Student Organization \_\_\_\_\_

Semester \_\_\_\_\_

Year \_\_\_\_\_

[illegible]