



TRANSFER STUDENT DISCIPLINARY RECORD CHECK

In order to transfer to Carson-Newman, students must provide verification of their disciplinary status with any schools they are currently attending or have previously attended. Students applying for transfer must fill out the top portion (Section A) of this form and then submit it to their Dean of Students, or other 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 any questions related to this form. **Note: If you have attended more than one institution, please make additional copies of this form.** Return completed forms to:

Carson-Newman University
Dean of Students
CN Box # 72047 Jefferson City, TN 37760
Fax # (865) 471-4583

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