11.99.02.C0.01 Conduct Requirements for Admissions Applications and Transcripts

Revised: October 6, 2025
Next Scheduled Review: October 6, 2030
Revision History

Procedure Summary

This procedure establishes the Texas A&M University-Corpus Christi (TAMU-CC) standard admissions application and transcript notation processes in accordance with and as a supplement to system regulation *11.99.02, Conduct Requirements for Admissions Applications and Transcripts*.

Procedure

1. GENERAL

   The President of TAMU-CC delegates oversight and authority to the Division of Enrollment Management to ensure that these processes are adhered to in accordance with system regulation *11.99.02, Conduct Requirements for Admissions Applications and Transcripts*.

2. ADMISSIONS APPLICATIONS

   2.1. Applicants for admission to TAMU-CC are required to disclose the following during the application process:

      (a) Criminal convictions, excluding juvenile adjudications, involving acts of violence or sexual misconduct including, but not limited to the following:

         - *criminal homicide (murder or non-negligent manslaughter)*
         - *sexual assault (rape, fondling, incest, or statutory rape)*
         - *robbery*
         - *aggravated assault*
         - *simple assault*
         - *arson*

- *destruction/damage/vandalism of property*
- *domestic violence*
- *dating violence*
- *stalking*

(b) Past substantiated or pending conduct charges from any postsecondary institution involving acts of violence or sexual misconduct including, but not limited to the following:

- *criminal homicide (murder or non-negligent manslaughter)*
- *sexual assault (rape, fondling, incest, or statutory rape)*
- *robbery*
- *aggravated assault*
- *simple assault*
- *arson*
- *destruction/damage/vandalism of property*
- *domestic violence*
- *dating violence*
- *stalking*

(c) Expulsion(s) or suspension(s) from any postsecondary institution consistent with this procedure.

2.2. Non-disclosure of admissions application questions outlined in section 2.1 of this procedure may result in disciplinary actions including, but not limited to, dismissal from the university.

2.3. The Office of Recruitment and Admissions will include requests for disclosure, as outlined in section 2.1 of this procedure, on the ApplyTexas application and any other university admissions applications.

2.4. Applicants who report one or more of the required disclosures outlined in section 2.1 of this procedure will receive an application checklist item on their student record during the application processing.

2.5. Application processors will immediately notify the Assistant Vice President for Enrollment Management of applicants with disclosures outlined in section 2.1 of this procedure. Designated applicants identified for review will be required to complete an additional disclosure form to explain the nature of disclosure(s) to be further considered for admission to the university.

2.6. Upon completion and submission of the additional disclosure form, designated applicants will be referred to a committee appointed by the Provost and Vice President for Academic Affairs.

2.6.1. The committee will consist of members from the following areas:

(a) Academic Affairs

(b) Office of Student Success

(c) Student Conduct and Advocacy in the Dean of Students Office

(d) Assistant Vice President for Enrollment Management (chair, ex officio)

The committee may request that the Provost and Vice President for Academic Affairs appoint additional members as needed.

2.6.2. The committee will review any and all available facts and information related to the disclosure(s) to determine each designated applicant's eligibility to continue the process for admission to the university.

2.6.3. The committee has the option to approve, request additional information, or deny admission to the university.

2.6.4. Within two (2) weeks of receipt of the referral, the committee will review and decide.

2.6.5. The committee chair will inform the processing team in the Office of Recruitment and Admissions of its decision.

2.6.6. Applicants will be notified of the final decision of the committee by the Office of Recruitment and Admissions.

3. TRANSCRIPT NOTATIONS AND CONDUCT HOLDS

3.1. The Chief Student Conduct Officer or designee will identify and expeditiously notify the Office of the University Registrar of students who are suspended, dismissed, or expelled from the university and students with pending conduct investigations that could result in suspension, dismissal, or expulsion.

3.2. Transcripts of students with pending conduct investigations that could result in expulsion, dismissal, or suspension of one (1) semester or greater will be held until the conduct process is complete in accordance with applicable university rules and procedures. The university will not end a disciplinary process that could result in separation simply because the student in question withdraws from the university. Student conduct holds will be placed in the university's student information system (e.g., Banner) by the Chief Student Conduct Officer or designee for student conduct investigations and academic misconduct.

3.3. If a student withdraws from the university pending a disciplinary charge alleging that the student violated the university's code of conduct by committing sexual harassment, sexual assault, dating violence, or stalking, the university will not end the disciplinary process or issue a transcript to the student until the university makes a final determination regarding responsibility.

3.4. Transcript notations will be applied by the Associate Vice President for Academic Affairs-University Registrar and must include all the following:

(a) The nature of the separation (e.g., suspension, dismissal, or ineligibility to reenroll (i.e., expulsion))

(b) The type of infraction (e.g., academic or conduct)

(c) The department responsible for issuing the separation from the university (e.g., Student Conduct and Advocacy)

(d) The effective dates of separation from the university and/or ineligibility for reenrollment, if applicable

3.5. Transcript notations for expulsions as a result of conduct violations of acts of violence or sexual misconduct as identified in section 2.1 (b) of this procedure among other violations are permanent.

3.6. Notations for suspensions of less than one (1) semester will be removed from student transcripts upon completion of all conditions of the suspension.

3.7. Notations for expulsion, dismissal, and suspension of one (1) semester or greater will remain on student transcripts and may only be removed upon request by the student, if:

(a) The student is eligible to reenroll in the institution (i.e., suspensions and dismissals only); and

(b) The institution determines that good cause exists to remove the notation.

Requests for removal must be in writing and addressed to Student Conduct & Advocacy in the Dean of Students Office via email at deanofstudents@tamucc.edu. Students must follow the process in Article XII of the Student Code of Conduct.

Related Statutes, Policies, or Requirements

System Regulation *11.99.02, Conduct Requirements for Admissions Applications and Transcripts*

Appendix

Student Code of Conduct
Student Sexual Misconduct Process

Contact Office

Contact for clarification and interpretation:	Office of Recruitment and Admissions 361.825.2624 Associate Vice President for Academic Affairs-University Registrar 361.825.7245