

## Section 1: The Applicant

After completing Section 1, give this form to a college official (dean of students, registrar, etc.) at the college from which you are transferring, who has access to your disciplinary record. Please have the College Official return the form to: Office of Admission, Southwestern University, P.O. Box 770, Georgetown, TX 78627-0770, faxed to (512) 863-9601 or e-mailed to admission@southwestern.edu.

.....  
 applicant's name (please print) birth date

.....  
 permanent home address: street and number city state/province zip/postal code country

.....  
 current or most recent college attended dates of attendance are you in good standing and eligible to return?

**Note:** The information submitted in this report is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This document will not become part of the applicant's permanent file. Southwestern does not save college official's reports post-matriculation.

I authorize the release of all requested records and authorize review of this document for admission-related purposes.

.....  
 applicant's signature date

## Section 2: The College Official

If you have access to the applicant's disciplinary record, complete section 2 of this form in its entirety. Please feel free to provide any additional comments about the applicant on a separate sheet. Return to: Office of Admission, Southwestern University, P.O. Box 770, Georgetown, TX 78627-0770. This document can also be faxed to (512) 863-9601 or e-mailed to admission@southwestern.edu.

.....  
 college official's name title/position

.....  
 college/university office telephone number

.....  
 college/university address city state/province zip/postal code country

.....  
 e-mail address

1. Is this applicant in good standing and eligible to return to your college/university?     Yes     No
  
2. Has the applicant ever been found responsible for a disciplinary violation, whether related to academic or behavioral conduct, that resulted in probation, suspension, removal, dismissal, or expulsion from your institution?     Yes     No
  
3. To your knowledge, has the applicant ever been convicted on a misdemeanor, felony, or other crime?     Yes     No

**If you answered yes to questions 2 or 3, please attach a separate sheet with dates for each incident and provide pertinent details.**

Your signature indicates that all the information on this form is factually true and honestly presented.

.....  
 college official's signature date