

University of Houston Clear Lake

Permission to Release Credit Hours

The Family Educational Rights and Privacy Act (FERPA) permits the Texas Higher Education Coordinating Board (the State of Texas educational governing entity), with your consent, to disclose to higher education institutions the number of credit hours taken previously. This information is typically used to gather demographic statistics for the purpose of improving educational programs and to determine if students are graduating in a timely manner.

The Texas Higher Education Coordinating Board has my permission to report the number of credit hours that I have taken at other institutions.

Name: (printed) _____

UHCL Student ID Number: _____

Social Security Number: _____

SIGNATURE

DATE

Please return completed form to the Registrar at:

University of Houston-Clear Lake
Student Assistance Center
Room 1102, Student Services and Classroom Building

Or mail to:
Registrar
Office of Academic Records
2700 Bay Area Blvd., Box 13
Houston, Texas 77058-1098

Please select one of the following:

WILL PICK UP – provide phone number _____

PLEASE MAIL – provide mailing address below

Records Office Use only

Initials: _____ **Date:** _____