

University of Houston Clear Lake

Permission to Release Credit Hours

Submit to **Office of the Registrar:** Fax: 281-283-2530 Address: 2700 Bay Area Blvd, Houston, Texas 77058 Email Address: registrar@uhcl.edu

Phone: 281-283-2525 Or submit in person to the **Student Assistance Center (SAC)**, Room 1102 Student Services & Classroom Building.

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: _____

Please select one of the following:

WILL PICK UP – provide phone number _____

PLEASE MAIL – provide mailing address below

STUDENT SIGNATURE

DATE

PHONE NUMBER

A copy of a photo ID must be attached to this form when submitted.

Forms submitted without a clear copy of a photo ID will not be processed.

Office of the Registrar Use only

Initials: _____ **Date:** _____