

### **Transfer Statement of Good Disciplinary Standing**

Students who have a *Transfer Statement of Good Disciplinary Standing* form or a similar form (e.g., *Common App College Report*) that needs to be completed by the District Dean of Students Office or other Collin College official with access to their disciplinary and academic records should follow the instructions below to request the form be completed and sent to the transfer institution.

1. If the student does not already have the required form, they should contact the institution to which they are transferring to obtain the appropriate form.
2. Complete the applicant information at the top of the required form and then sign and date the form.
3. Send an email to [dos@collin.edu](mailto:dos@collin.edu) and be sure to attach the form. Include in this email the name and email address for the transfer institution to which the form needs to be sent.

Once the required form is received, a District Dean of Students Office staff member will complete the academic and/or disciplinary information. The District Dean of Students Office staff member will then send the completed form directly to the transfer institution on the student's behalf.

For more information, contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).