



919-962-0805

SASB North | Suite 2105 | Campus Box 5100  
450 Ridge Road | Chapel Hill, NC 27599-5100  
studentconduct.unc.edu

Print Name: \_\_\_\_\_

PID #: \_\_\_\_\_

Date: \_\_\_\_\_

**CONFIDENTIAL**

RE: Acknowledgment of Notation(s) on Transcript

I understand a notation appears on my transcript that has been placed by the Office of Student Conduct due to an Honor System or Alcohol Policy related matter. I am requesting the Office of Student Conduct temporarily remove the associated administrative hold(s) so my transcript can be readily available to me.

I understand the notation will still appear on both my official and unofficial transcripts. The notation and administrative hold(s) will be modified or removed from my transcript once my case is no longer pending and/or any sanctions I have been assigned have been completed.

I understand once this request has been reviewed and approved, the request may take up to two business days for processing. Once this request has been processed, the administrative hold(s) will then be restored at the end of three business days.

Student's Signature: \_\_\_\_\_

*Signature Required*

Administrative Hold(s) Removed by: \_\_\_\_\_

*Staff Signature*

\_\_\_\_\_

*Date Removed*

*Note: The Office of Student Conduct does not process any transcript requests from students. For information on requesting a transcript, please visit the University Registrar's website at <https://registrar.unc.edu/academic-services/transcripts-certifications/order-a-transcript/>*