

## **ADMISSION RECORDS – INCOMPLETE DOCUMENTATION**

### **Undergraduate**

Undergraduate applicants are required to submit records from all regionally accredited schools previously attended as part of the application process. Anyone for whom it is later discovered that their records of attendance at a previous institution have been withheld and not disclosed on their application is subject to dismissal from the university without refund of tuition and fees.

When the Admissions Office is unable to obtain complete records for a student due to circumstances beyond the student's control, the Admissions Office may choose to admit the student provisionally pending receipt of an official transcript by the dates indicated below. In this case, the Admissions Office will place a hold on that student's registration, blocking enrollment for all subsequent terms until the requested transcript is received.

#### **Provisional Dates**

If admitted for **Winter Quarter**, transcript must be received by **January 31**

If admitted for **Spring Quarter**, transcript must be received by **April 15**

If admitted for **Fall Quarter**, transcript must be received by **October 15**

If admitted for **Summer Quarter**, transcript must be received by **October 15**

Persons who apply for admission as post-baccalaureate students prior to the completion of their first baccalaureate degree are admitted provisionally pending receipt of an official transcript showing the degree has been awarded. If an official transcript showing the anticipated degree has not been received by the applicable date noted above, the Admissions Office will place a hold on that student's registration, blocking enrollment for all subsequent terms until the record is submitted.

### **Graduate**

Graduate applicants submit documents required by University policy as well as program-specific documents as noted in application instructions. Applicants are required to submit official transcripts as noted in policy 97-6 reflecting an earned degree sufficient for the level of graduate study being pursued. Applicants with international coursework are required to provide an official agency evaluation of those credentials before their file is considered complete. Applicants with a criminal conviction must provide additional documentation and be cleared before their application can be considered for faculty review.

Program-specific application requirements can be waived at the discretion of the Dean or program director. All exceptions should be communicated directly by the program to Graduate Admissions so the applicant's records can be modified accordingly.

When the Graduate Admissions Office is unable to receive all the required documentation due to circumstances beyond the applicant's control, the program and Graduate Admissions may choose to admit the student provisionally pending receipt of the documents before the end of the student's first term of enrollment. In such cases, Graduate Admissions will place a hold on that student's registration, blocking enrollment for all subsequent terms until the requested transcript is received.

Applicants who submit official transcripts prior to the completion of their baccalaureate degree are admitted provisionally pending receipt of an official transcript showing the degree has been awarded. If an official transcript showing the anticipated degree has not been received by the applicable date noted above, the Admissions Office will place a hold on that student's registration, blocking enrollment for all subsequent terms until the record is submitted.

Last Revised:

10/12/05

09/29/14