

### **Transcript Policy revised---2.29.06**

All students must submit an official transcript prior to or upon submitting application for enrollment. **Unofficial transcripts will be accepted for one semester only.** Students without an official transcript on file by the end of the fourth week of classes or prior to the next semester of enrollment will receive a records hold on their account. Students requesting financial aid will not be eligible to receive aid for the current or subsequent terms without an official transcript on file. Transfer, degree and non-degree seeking students who do not meet the satisfactory progress standards must adhere to the Retention Alert and Suspension Appeal policy and procedures. **All students on suspension status must submit a petition for readmission to the Records office.**