Policy Number: 76-7
Last Revised: 10/12/05

ADMISSION RECORDS - INCOMPLETE DOCUMENTS

It is the policy of the University to require that the student submit records of all previous schools attended as part of the application process prior to being admitted. Anyone admitted and enrolled for whom it is later discovered that records of attendance at a previous institution have been withheld is subject to dismissal from the University without refund of tuition and fees.

Credit not presented to Seattle University as a part of the application process is considered non-transferable. In cases where admission staff cannot obtain complete records, the Admissions Office transmits the incomplete file to the registrar after the tenth day of the student's first term, annotated to show the delinquent documents. The Admissions office will have placed a restriction on that student's registration blocking enrollment for all subsequent terms until the documents are submitted.

In the case of students with incompletes at other institutions, the incomplete is expected to be cleared and indication of completion presented on an official record by the tenth day of the student's first term of enrollment. Otherwise, the credit may be declared non-transferable.

Persons who file for admission prior to the completion of a baccalaureate or other degree are admitted provisionally pending receipt of an official record showing the degree has been awarded. If for any reason no official transcript showing the anticipated degree has been received by the close of the tenth day of the first term at Seattle University, those enrolled as undergraduates, graduates or post-baccalaureate students will have a record and registration restriction issued and re-registration for a future quarter will be denied.

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