



TRANSCRIPT EXCEPTION FORM

This form is used to request conditional admission pending receipt of a missing transcript. Conditional admission permits one semester of enrollment. By the end of that **semester**, all missing transcripts must be received or you will not be allowed to enroll further.

Student will consider a request for a complete waiver of a transcript only in very limited and unusual cases. In those cases, you must supply a thorough and documented explanation of why you cannot obtain the transcript.

Please print or type this section clearly:

Name	First	Last	Student ID
Address			
Email		Phone No.	
Home Institution of Delayed Transcript(s)		Intended Degree Program	
Statement giving a detailed reason for your request			

Student Signature:

Date:

Office Use Only

Application Received	Administrative officer	Signature	Date
Decision	Conditional Admission: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Full Waiver: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
	Dean of Academic's Signature		
	Director of Administrator's Signature		
Memo			