

I propose that we alter our policy for transcripts required during the application process. Currently we ask for many transcripts that may be considered superfluous, such as transcripts indicating courses taken during high school for college credit or during a semester abroad. Insisting upon these transcripts takes up valuable staff time and may, in fact, deter applicants from completing their applications, especially when said transcripts prove to be a little more difficult to procure.

For degree-granting programs I propose we stop requiring transcripts for college credit that may have been earned during high school or for semester-long study abroad programs (these show up as transfer credit on the “home” transcript). We have to ask quite a few people every year for a transcript from a school abroad where they studied for a semester if no grades appear on the “home” transcript. This involves the student ordering a transcript from, say, Argentina or Germany that only shows 9-12 hours of work but it frequently causes frustration with the applicant and an inevitable delay to the completion of their application. If a transcript is not available an official letter from the home institution stating that this is the case will suffice, but this is often just as difficult to obtain as a transcript.

Therefore, I propose we no longer require transcripts stemming from high school courses or semester-long study abroad programs for all programs, non-degree and degree-granting.

Secondly, I propose that we require only degree-granting transcripts from applicants to our non-degree programs (teaching/administrative licensure, certificates, etc.), with the exception of the non-degree programs that use a GPA calculation to determine waiver of the GRE for admission. We recently had an applicant to the EPDE certificate, a 12-credit hour program, submit 12 different transcripts to our office, only 4 of which indicated degrees conferred (the applicant already had two master’s degrees). This causes considerable delay and cost to the applicant.