

**Motion to Create New Registration Hold Code for Graduate Applicants Required to Submit  
Official Transcripts**

**Approved by Admissions & Standards 10/26/2016**

Approved by Senate Executive Committee & presented to University Senate as information item  
2/17/17

Effective Immediately

**Motion:**

Create a new hold code to prevent future registration for graduate applicants who have not submitted official transcripts at the time of enrollment.

Proposed Code: "OT"

Proposed Description: "Official Transcripts Needed"

Proposed Action: hold registration and display on web

**Rationale:**

The College of Arts and Sciences and Andrew Young School of Policy Studies have obtained approval from the university to review applications for their graduate programs using unofficial transcripts uploaded by applicants to the Hobson online application system. Unofficial transcripts will be used as the basis for review of applications as well as admission decisions. Once admitted to the university, applicants will be required to submit official transcripts by the midpoint of their first semester. They will not be permitted to progress in their program beyond the first semester without submitting official transcripts. This process necessitates a new registration hold code that will be automatically placed on admitted graduate students' records and will only be removed once all official transcripts have been received.