

PNCA's Hallie Ford School of Graduate Studies requests/accepts *unofficial transcripts* for the purposes of admission evaluation. If admitted, we require *official transcripts* for each candidate's bachelor's degree to be submitted for the purposes of verifying eligibility and certifying enrollment.

Admitted students who fail to deliver satisfactory official transcripts from the institution will have their enrollment cancelled.

### **Official Transcript Definition**

An official transcript is a complete representation of a student's academic record. It includes all courses attempted at their undergraduate institution, including those withdrawn from and those repeated. It also includes a summary of all transfer credits accepted by their undergraduate institution. It must state the degree received and the degree-conferred date.

An official transcript is one that has been received directly from the institution that conferred the student's undergraduate degree. Official transcripts are printed on official transcript paper. It must bear the college seal, date and the Registrar's signature. Hard copies of official undergraduate transcripts should be provided in a sealed, branded envelope addressed from the sender institution. Paper copies should remain in the unopened, sealed envelope until it is presented to our Graduate Admissions office.

Electronic transcripts are considered official if delivered securely through an organization authorized by PNCA and the sender institution. Transcripts received that do not meet these requirements will not be considered official.

### **Unofficial Transcript Definition**

Transcripts that have been in the hands of the student or have been downloaded directly by the student from an institution website or portal (such as student copy/unofficial transcripts) are not considered official. In addition scanned copies of official transcripts uploaded to application portals cannot be considered official by way of transmission.