ACADEMIC ALERT #2010-1

DATE: **January, 2010**

DECISION: **National College of Education (NCE)**

Changes in transcript submission requirements for NCE graduate programs; Inactivation of admission application for specific NCE applicants graduate level

Change in transcript submission requirements for NCE graduate programs
Currently all applicants to any NCE graduate level degree program are required to submit transcripts from any and all Colleges and Universities that were attended. In order to expedite the admission process for applicants to all NCE graduate level programs with the exception of Teacher Certification Programs (Early Childhood Education, Elementary Education, Secondary Education, Special Education and Subsequent Certification) and School Nurse programs, only transcripts showing prior degrees earned will be required. Applicants to teacher certification programs and school nurse programs must still provide all transcripts from all institutions in order to assure the successful completion of all general education courses required for certification.

Inactivation of admission applications of graduate NCE applicants
National College of Education directs the Office of Admissions and Records (OAR) to inactivate the admission applications of graduate NCE applicants who have not submitted all admission materials within one year of the application, and to freeze registration for these applicants for future terms until the applicant is admitted. The OAR will contact the applicants whose admission status is inactivated to advise them of the time limit and appropriate steps needed to reactivate their applications in accordance with admissions policies.

APPROVAL: Senate Academic Planning Committee; January 21, 2010

IMPLEMENTATION DATE: Winter Term, 2010

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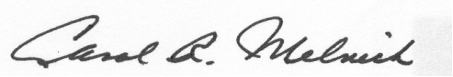
SIGNATURE:



Carol R. Melnick, Ph.D.
Vice Provost

Implementation

Changes need to be entered in Banner, CAPP and/or NLU web pages as appropriate.

Faculty in NCE graduate programs, the Office of Admission and Records (OAR), and staff in Enrollment, Recruitment, and Marketing need to be knowledgeable about the changes.

The revised catalog copy will be written and submitted to the Vice Provost and Assistant Registrar for Schedules and Catalogs to ensure that catalog copy is prepared and ready for the next catalog, 2010-2011.