

## **POLICY ON PROVISION OF TRANSCRIPTS BY NEW STUDENTS**

adopted October 15, 2018

A new student must provide an official final transcript showing his or her eligibility to enroll by October 10 (or the next following business day) of the academic year in which he or she first enrolls in the School of Law. A final transcript is

- 1) for a new first-year student other than a student governed by paragraph (2), a transcript showing that he or she has received his or her baccalaureate degree.
- 2) for a new first-year student who has entered law school through an approved 3+3 program (such as the PPE Plan with the Petree College of Arts & Sciences or the 3+3 program with Oklahoma State University), a transcript showing completion of the required number of credit-hours for participation in the 3+3 program.
- 3) for a transfer student, a transcript showing his or her baccalaureate degree and a transcript showing the work completed at the school from which the student is transferring.

In each case, an official version of the final transcript must be sent directly by the issuing institution to the law registrar at the following address:

Law Registrar  
Oklahoma City University  
School of Law  
800 N. Harvey Avenue  
Oklahoma City, OK 73102

The transcript provided by the LSAC does not satisfy this requirement.

Unless the following paragraph applies, a student who has not provided a final transcript by October 10 (or the next following business day) will be administratively withdrawn by the university and his or her enrollment will terminate.

If the institution granting the student's baccalaureate degree does not, in general, issue final transcripts prior to October 10, the student may remain enrolled if the student provides a letter from the institution certifying that the student has completed the requirements for the baccalaureate degree and stating the date when the final transcript will be issued. The final transcript must be sent to the law registrar within 10 days of its issue or the student will be administratively withdrawn.

This policy is mandated by ABA Standards and may not be waived.