

**From:** Vice Provost and Dean Robin L. Garrell  
**Sent:** Thursday, January 11, 2018 5:34 PM  
**Subject:** Changes to Transcript Requirements for Graduate Admissions

## **UCLA** Graduate Division

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### **Deans, Directors, Department Chairs, Administrative Officers, and Student Affairs Officers**

Dear Colleagues,

The Graduate Council has approved a change in the transcript requirement for applicants to UCLA graduate and professional degree programs. Effective immediately, we will now require official transcripts only for candidates who are admitted and SIR, rather than for all admitted applicants.

In the current process, applicants provide both an unofficial transcript for the degree program's preliminary review and official transcript(s) documenting all completed and in-progress degrees. Official transcripts are included with the file that the program forwards to the Graduate Division when recommending them for admission.<sup>1</sup> If the official transcript is missing, the file is returned to the department as incomplete; the Graduate Division only offers admission based on the official academic record. Students who are still working toward their degrees at the time of admission must provide a final official transcript showing the degree awarded and date before they can matriculate.<sup>2</sup>

There is a grace period in Fall, but students who fail to provide the final transcript(s) can have their admission rescinded.

In the new process, the Graduate Division will review and act upon the program's recommendation for admission based on the applicant's official or unofficial transcript.

Applicants who did not provide official transcripts and who have accepted the offer of admission, will be required to provide official transcripts (with or without degree conferred) by July 15. However, applicants whose programs begin prior to September 2018 (e.g., Full-Time MBA, Master of Architecture II, Global Executive MBA, Fully Employed MBA, Doctor of Education, Executive MPH, M.Ed. – Student Affairs), must submit official transcripts by June 1. As is the case now, students who are still working toward a degree during the previous Spring term, and whose June 1 or July 15 transcript did not indicate a degree conferred, will be required to provide a final official transcript showing the degree and date conferred before they can matriculate, allowing for a grace period.

This change will significantly reduce the number of transcripts that applicants must send and departments must process. Departments will also no longer have to wait for official records to submit their admission recommendations.

Details on the new process will be distributed through our listservs. If you have questions, please contact Susan Smith at (310) 825-4450 or [SSMITH@grad.ucla.edu](mailto:SSMITH@grad.ucla.edu).

With best regards,

***Robin L. Garrell***  
Vice Provost for Graduate Education  
Dean, Graduate Division

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<sup>1</sup> See [Required Academic Records](#).

<sup>2</sup> For new students entering Fall 2017, the deadline for departments to upload the final official transcripts with degree conferred was October 30, 2017.