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## Academic Policy Committee Report - October 6, 2011

Graduate Council

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ACADEMIC POLICY COMMITTEE  
THURSDAY, OCTOBER 6, 2011  
111 STUDENT SERVICES BUILDING

REPORT

Present: Stefanie Ohnesorg (Chair), Camille Hall, Yvonne Kilpatrick, LeAnn Luna, Jennifer Morrow, Joann Ng Hartmann, Christian Parigger by Skype, Kay Reed, Marian Roman, Michael Zemel.

The meeting was called to order by Stefanie Ohnesorg, Chair, at 2:15 p.m. in 111 Student Services Building.

Stefanie Ohnesorg reviewed the committee web page and bylaws, including the process for setting agendas for the meetings. She reviewed the use of Blackboard for posting documents and agenda items that guide committee work.

1. Proposal to Change Graduate Catalog Policy: Admission Requirement (Attachment 1)

Stefanie began the discussion by introducing Yvonne Kilpatrick, Director of the Office of Graduate Admissions, and Joann Ng Hartmann, Associate Director of the Center for International Education. The proposal for changing the admission requirement concerning official transcripts was discussed. Following the discussion, Yvonne will put together a workflow of the process so that the committee will review that. Joann will work with Yvonne on preparing the workflow for international applications.

The timeline/workflow will be discussed at the next Academic Policy Committee meeting.

The meeting adjourned at 3:30 p.m.

## ATTACHMENT 1

### The University of Tennessee at Knoxville Proposal to Change Graduate Catalog Policy: Admission Requirement

Effective Academic Year 2012-2013

#### Effective Fall 2012:

- (1) The Graduate School will permit the submission of unofficial transcripts, degree certificates, and English translations to the Graduate Admissions on-line application portal for the purpose of evaluation and offer of admission.
- (2) The Graduate School will require submission of official transcripts, degree certificates, and English translations to the Graduate Admissions Office following the offer of admission.
- (3) The Graduate School will reserve the right to revoke admission to any student whose documents noted in (1) are found to be fraudulent following review and comparison with the official documents noted in (2).
- (4) The Graduate School will prohibit registration after the first semester of enrollment until students have submitted the official copy of transcripts from all institutions previously attended.

An unofficial transcript or university record is defined as follows:

An unofficial transcript or university record can be in the form of a scanned copy of the transcript or university record from the institution or an academic record uploaded from the institution's student information system portal. It must contain the institution name, course names, grade information, terms of attendance and any academic notations.

Transcripts or university records that are not in the English language must be submitted in both the original language and the certified translation

#### **Current UT *Graduate Catalog* language (2011-2012)**

Application Procedures Section, Bullet #3:

To apply for admission, the following materials must be sent to Graduate Admissions.

- One official transcript from all colleges and universities attended.

Admission of International Students Section, Bullet #3:

The following items must be received before admission will be considered.

- Official or attested university records, with certified translations if the records are not in English (notarized copies are not accepted).

## **Proposed UT Graduate Catalog language (2012-2013)**

(Replace Application Procedures Section, Bullet #3)

To apply for admission, the following materials must be sent to Graduate Admissions.

- One unofficial transcript from all colleges and universities attended submitted on-line at the time of application to the Graduate School. An unofficial transcript or university record is defined as a scanned copy of the transcript or university record from the institution or an academic record uploaded from the institution's records repository. It must contain the institution name, course names, grade information, terms of attendance and any academic notations. Unofficial transcripts or university records that are not in the English language must be submitted in both the original language and the certified translation at the time of application.

(Insert below Application Procedures Section, Bullet #4)

The submission of official transcripts, degree certificates, and English translations must be submitted to the Graduate Admissions Office following the offer of admission. The Graduate School will reserve the right to revoke admission to a student if any unofficial or official documents are found to be fraudulent following review and comparison. Registration is prohibited after the first semester of enrollment until students have submitted the official copy of transcripts from all institutions previously attended.

(Replace Admission of International Students Section, Bullet #3 and #4)

- One unofficial transcript or academic record and degree certificate from all colleges and universities attended submitted on-line at the time of application to the Graduate School. An unofficial transcript or university record is defined as a scanned copy of the transcript or university record from the institution or an academic record uploaded from the institution's records repository. It must contain the institution name, course names, grade information, terms of attendance and any academic notations. Unofficial transcripts or university records and degree certificates that are not in the English language must be submitted in both the original language and the certified translation at the time of application.

The submission of official transcripts, degree certificates, and English translations must be submitted to the Graduate Admissions Office following the offer of admission. The Graduate School will reserve the right to revoke admission to a student if any unofficial or official documents are found to be fraudulent following review and comparison. Registration is prohibited after the first semester of enrollment until students have submitted the official copy of transcripts from all institutions previously attended.

**Justification:**

Recent trends in Graduate Admissions indicate that institutions are identifying and implementing processes that will expedite the admission decision notification to applicants. In a competitive market, timely response to applicants is critical. One of the identified processes, as presented by several institutions at the 2011 Annual Conference of the National Association of Graduate Admissions Professionals (NAGAP), is electronic submission of unofficial transcripts for the purpose of evaluation and offer of admission.

Applicants that are offered admission must submit final official transcripts or university records to the institution. This reduces the total number of transcripts or university records that must be verified and reviewed for authenticity. The final official transcript or university record is compared to the unofficial documents previously submitted. If there are discrepancies in the documents, the Graduate Admissions office will investigate. If the documents are found to be fraudulent, the admission offer will be revoked. Presenters at the NAGAP conference reported no incidences of fraud. Some have been utilizing this model of submission for several years.

Submitted to Kay Reed by Yvonne Kilpatrick for review by the Academic Policy Committee,  
08/12/11