

# UIC JOHN MARSHALL LAW SCHOOL



## Official Transcripts from Prior Institutions

1. **Purpose and Overview:** American Bar Association (ABA) Standards for Approval of Law Schools require that a law school, within a reasonable timeframe following a student's registration, have on file that student's final, official transcripts verifying all academic credits and degrees undertaken. This UIC John Marshall Law School policy outlines the deadlines by which all new J.D., LL.M., and M.J. degree-seeking students, including transfer students, must submit necessary final, official transcripts, if those documents were not included in a student's file received from The Law School Admission Council (LSAC).
2. **Definition of Official Transcript:** Official transcript means (i) a paper or electronic transcript certified by the issuing institution and delivered directly to the law school; or (ii) a paper or electronic transcript verified by a third-party credential assembly service and delivered directly to the law school.
3. **Official Transcript Submission Deadlines:** Students who have submitted all necessary final, official transcripts to LSAC for inclusion in their admission file do not need to make a separate submission to the Law School. However, if the Law School receives an incoming student's LSAC file that does not contain all necessary final, official transcripts required by this policy, then the Office of Admission will contact the student, who must provide any missing official transcript by the applicable deadline listed below.
  - a. **Undergraduate and Graduate Transcripts:** Incoming students must submit final, official transcripts from the undergraduate institution from which they graduated and earned a degree. Students must also submit official transcripts from any institution at which they attempted or completed graduate or professional studies, whether or not they earned a degree, unless credits earned from one institution are reflected on the final transcript from the institution that issued the student's undergraduate degree. Students entering the Law School during the fall semester must comply with this requirement **no later than October 4** of their first semester of attendance at the Law School. Students entering the Law School during the spring semester must comply with this requirement **no later than February 1** of their first semester of attendance at the Law School. Transfer students entering the Law School during the summer term must comply with this requirement **no later than July 15** of that term.

- b. 3+3 Program Students:** By the dates in Section 3(a), students admitted through an approved 3+3 program must provide the Law School's Office of Admission with an official transcript reflecting that they have earned the requisite number of credits to matriculate under the Memorandum of Understanding between the Law School and their undergraduate institution. Students must also submit to the Office of Admission a final, official undergraduate transcript within 30 days of fulfilling their baccalaureate degree requirements.
  - c. Prior Law School Transcripts:** Students who have attempted or completed studies at another law school before matriculating at the Law School also must submit official transcripts from any law school they attended before matriculating at the Law School. This section applies to students who are transferring from another law school or who have been previously dismissed or disqualified from another law school. Students entering the Law School during the fall semester must comply with this requirement **no later than October 4** of their first semester of attendance at the Law School. Students entering the Law School during the spring semester must comply with this requirement **no later than February 1** of their first semester of attendance at the Law School. Students entering the Law School during the summer term must comply with this requirement no later than **July 15** of that term.
- 4. Failure to Timely Provide Official Transcripts.** Students who fail to provide official undergraduate, graduate, or prior law school transcripts by the applicable deadline specified above will be administratively withdrawn from the law school pursuant to the process and timeline outlined below.
- a. Final Notification from the Office of Admission:** The Office of Admission will notify students via email of their potential administrative withdrawal for failing to provide the required transcripts no later than **September 15** for students entering the Law School during the fall semester, **January 21** for those students entering the Law School during the spring semester, and **July 1** for students entering the Law School during the summer term.
  - b. Petition to Vice Dean for Academic Affairs:** Students may submit a written petition to the Vice Dean for Academic Affairs to extend the effective date of a administrative withdrawal under this policy by submitting that explains why they need an extension from the deadline in Section 3(a). The petition must be submitted at least 3 business days before the applicable deadline. Busy schedules alone will not be a sufficient reason to grant an extension. Instead, an extension typically will be granted only if the student can document timely, diligent efforts to obtain the needed transcript. In addition, the reason the transcript has not or cannot be issued cannot be attributable to the student. For example, the Vice Dean typically will not grant an extension if a school will not

release a transcript because the student has a hold on his or her account or owes that institution money. If the Vice Dean grants an extension, the Vice Dean also will set a new deadline for the student to submit the missing transcript. A student's failure to meet that new deadline will result in an administrative withdrawal unless the Vice Dean, in consultation with the Dean, grants an additional extension based on extraordinary circumstances.

- c. Administrative Withdrawal:** Unless an extension is granted under Section 4(b), any administrative withdrawal under this policy will take effect as of **October 4** for students entering the Law School in the fall semester, **February 1** for students entering the Law School in the spring semester, or **July 15** for students entering the Law School during the summer term. However, the administrative withdrawal will be retroactive to the date a student was first admitted to the Law School. This means that the Law School will not recognize that that student ever matriculated or took courses. The administrative withdrawal also will be noted on the student's file at the Law School. Any scholarship offer will also be null and void, and federal financial aid must be returned. The student will also remain subject to the Law School's policies and procedures regarding tuition refunds and financial obligations.
- 5. Need to Re-Apply as a New Student:** Once a student is administratively withdrawn pursuant to this policy, a student will need to re-apply as a new student through the Office of Admission. Students who are administratively withdrawn pursuant to this policy are encouraged to contact the Office of Admission as soon as possible following the effective date of their administrative withdrawal to determine the deadlines applicable to their re-application process.

*Administrative policy adopted September 11, 2018; revised August 16, 2019.*