

TRANSCRIPT EXCEPTION FORM

This form is used to request conditional admission pending receipt of a missing transcript. Conditional admission permits one semester of enrollment. By the end of that semester all missing transcripts must be received or you will not be allowed to enroll further. Graduate Studies will consider a request for a complete waiver of a transcript only in very limited and unusual cases. In those cases, you must supply a thorough and documented explanation of why you cannot obtain the transcript.

Section 1. Graduate students, please print or type this section clearly:

Banner ID (UNM ID)	Date	Mailing Address
Last Name, First Name, M.I.	City, State, Zip	
Email Address	Phone Number	
Home Institution of Delayed Transcript(s)	Intended Degree Program	

Append to this form:

1. A one- to two-paragraph statement giving a detailed reason for your request.
2. A statement from the department chair or graduate director of the program to which you are applying, explaining reasons for supporting this request.

Section II. To be completed by the Faculty Graduate Director or Chair of the program to which you are applying.

Program Decision: Support Do Not Support

Signature	Date
Printed Name and Title	

Section III. To be completed by Graduate Studies:

Decision: Conditional Admission Approved Denied
 Full Waiver Approved Denied

Transcript to which this decision applies: _____

Signature of Dean of Graduate Studies	Date
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