



Authorization to Close File Form

If, after reasonable efforts, an undergraduate student is unable to obtain and deliver to Trident all official transcripts of prior educational credits prior to the conclusion of the second consecutive session, the student may submit this form for consideration. Submission and approval of this form allows the University to make an admission decision and finalize the student’s degree plan without potential transfer credits from the previously attended schools designated on the form.

This form does not apply to high school verification documentation; students may only use this form for postsecondary transcripts.

Students must consult with their Student Success Advocate prior to completing and submitting this form. Completed forms may be returned to the Admissions Operations team at [email] or [fax]. Allow 3-5 business days for processing.

Please only complete this form if you have met ALL of the criteria below:

- You have made all reasonable efforts to submit all official transcripts.
- You are within week 7 or later of your second session.
- You have a cumulative 2.0 grade point average in your first session course(s). If second session courses are complete, you must have a cumulative 2.0 GPA in all courses.
- You are an undergraduate degree seeking student.

Application:

Student Name:		Student ID:	
Student Email:		Student Phone:	
Current Program			
After all reasonable efforts, I am unable to obtain official transcripts from the following institutions:			
Institution 1:	Institution 2:	Institution 3:	

- I understand that, by submitting this form, applicable transfer credit from the above listed institutions will not be applied to my degree plan.
- I understand that without transcripts from previously attended institutions my eligibility for all credit to be applied, including credits under existing articulation agreements between Trident and other institutions, may be adversely impacted.
- I understand that I will be conditionally admitted to the University and will be denied admission at any point should I fail to meet the conditions assigned by the Committee on Academic Standards.



- I understand that I may submit these transcripts to Trident University at any time for evaluation and applicability towards my degree plan. It is my responsibility to ensure that transcripts are sent from the originating institution.
- I understand that the University is not responsible for any coursework repeated as a result of an Authorization to Close File, and if I must repeat a previously passed course, I may be directly responsible for the cost of tuition for the repeated course. In particular, Military Tuition Assistance or Veteran's Assistance will not cover duplicated coursework, even if the course is required to complete my degree at Trident University.
- I have consulted with my Student Success Advisor and the Student Finance Department before submitting this form.

Student Signature:	Date:
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