

Lewis & Clark Graduate School of Education and Counseling Information for Students Admitted While Completing a Degree

Our records show that you are currently completing a degree. Lewis & Clark policy requires that students hold a bachelor's degree (and master's degree when applicable) prior to starting their program. Documentation must be received prior to the start of your program.

Please follow the directions below based on your intended start date:

- **Summer Semester Session 1: May**

Option 1.

Submit an official transcript after graduation that includes your final grades, degree earned and graduation date. This is due by the end of the Summer Session 1 Drop/Add Period.

Option 2.

Contact your college's Registrar's office and request a confirmation letter regarding your pending graduation. The confirmation must be received by the Lewis & Clark graduate admissions office by April 15. A final degree posted transcript will be required by June 1.

- **Summer Semester Session 2: June**

Option 1. Submit an official transcript after graduation that includes your final grades, degree earned and graduation date. This is due by the end of the Summer Session 2 Drop/Add Period.

Option 2.

Contact your college's Registrar's office and request a confirmation letter regarding your pending graduation. The confirmation must be received by the Lewis & Clark graduate admissions office by May 15. A final degree posted transcript will be required by July 15.

- **Summer Semester Session 3: July**

Option 1.

Submit an official transcript after graduation that includes your final grades, degree earned and graduation date. This is due by the end of the Summer Session 3 Drop/Add Period.

Option 2.

Contact your college's Registrar's office and request a confirmation letter regarding your pending graduation. The confirmation must be received by the Lewis & Clark graduate admissions office by June 15. A final degree posted transcript will be required by August 15.

- **Fall Semester: September**

Option 1.

Submit an official transcript after graduation that includes your final grades, degree earned and graduation date. This is due by the end of the Fall Drop/Add Period.)

Option 2.

Contact your college's Registrar's office and request a confirmation letter regarding your pending graduation. The confirmation must be received by the Lewis & Clark graduate admissions office by August 15. A final degree posted transcript will be required by October 15.

It is your responsibility to assure that your graduation is on track and that all required documents are submitted to Lewis & Clark at the contact information below. Failure to provide the required documentation may result in a hold on your account.

Graduate Admissions Office

Lewis & Clark Graduate School of Education and Counseling
0615 SW Palatine Hill Road, MSC 87
Portland, OR 97219

503-768-6205 FAX
503-768-6200 Phone
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