Conditional-Incomplete Admission (CIA)

• Graduate Conditional-Incomplete Admission (p. 1)
• Professional Conditional-Incomplete Admission (p. 1)

Graduate

The Conditional-Incomplete Admission (CIA) status is most often utilized when, to meet an application deadline, an applicant submits his/her transcripts before the degree is officially posted. In this situation, the applicant must submit all other official application documents, including transcripts in which the final semester of coursework is posted, even if still in progress or awaiting grade/degree posting. Other incomplete documents may be considered by program. Visit the university website for specific program application requirements (http://www.apu.edu/graduateprofessionalcenter/admissions/requirements/program) within each school or college.

Students admitted under CIA status must submit all official and final documents/transcripts, including posted degree, before the first day of classes, unless special arrangements have been approved through the admissions office. Failure to provide final official documents in a timely manner will result in administrative withdrawal from classes.

The following must be submitted before consideration for CIA status:

• A completed application for admission
• The $45 nonrefundable application fee
• Transcript(s) of bachelor’s degree coursework earned from a regionally accredited institution with the minimum GPA required for university admission

Check with specific programs regarding additional application documents required for the CIA admission status. Some departments and schools may specify which courses a student may take under CIA status, and may allow only prerequisites to be taken. Completion of preadmission courses does not guarantee admission, regardless of course outcomes.

The CIA status may be exercised only once per APU degree earned. Students may not use the CIA status for each Change of Program submitted.

This status is not applicable for international students who come to the U.S. on an I-20 or DS 2019, F-1 or J-1 status.

Note that students are not eligible to receive financial aid until their admission status is moved from CIA to regular or conditional status. Financial aid cannot be awarded retroactively for terms in which a student took courses but was not admitted CIA to a specific program. Students must be admitted to the university and graduate program by the last day of the term in which they first enroll to be eligible to apply for financial aid for that term.

Professional

Students are often granted admission with incomplete admissions requirements, particularly if they are enrolled in courses at another institution during their admissions process. In these cases, students are obligated to complete admissions requirements before the last date of the first term enrolled (unless otherwise noted by the academic department). This includes submission of all final official transcripts, with no in-progress coursework. Failure to satisfactorily complete all requirements may result in the withdrawal of the university’s acceptance offer, or forfeiture of financial aid and registration privileges.

Note that students are not eligible to receive financial aid until their admissions requirements are submitted in full. Financial aid cannot be awarded retroactively for terms in which a student took courses but was not fully admitted to their specific program.