

# FRAUDULENT RECORDS

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The submission, alteration or falsification of transcript(s), record(s), or document(s) may result in denial of admission, disciplinary action or possible dismissal from the institution. In the event that such unethical acts are discovered after the student has discontinued attendance or has graduated from the university, the following procedure will be followed:

1. The former student will be notified that a fraudulent item or alteration has been discovered. This notification may be made in person or sent by mail, posted to the address currently on file in the Office of the Registrar.
2. The student's file will be suspended during the investigation, and documents will not be released during this time.
3. The student will be given 30 days to present evidence that may assist the university in determining whether there was fraud and/or alteration.
4. The university will review the evidence and determine whether the documents in question were fraudulent and/or altered.
5. The student will be notified of the university's decision and may appeal it to the Office of the Provost within 30 days of the written notice. This notice may be made in person or sent by mail, posted to the address currently on file in the Office of the Registrar. If the evidence indicates that fraudulent or altered transcript(s), record(s) or document(s) were submitted and a degree was granted, such a degree will be rescinded and the student placed on a "dismissed without possibility of re-admittance" status. When possible, any person, employer or agency who was provided a transcript before the fraud or alteration was discovered will be notified that the transcript submitted was erroneous. Even if no degree was granted to the student, this individual will be placed on a "dismissed without possibility of re-admittance" status. In the event the student attended the university on a student visa, the appropriate embassy will be notified.