



Title:	College Official's Report Requirement	Type:	Student Affairs
No: SA 9004		Approval Date: 10-31-2016	
Responsible Office: VPSA/Dean of Students		Approved By: VPSA, 10-18-2016; Pres Cabinet, 10-31-2016; President, 10-31-2016	
Next Review: 2021		Revision No:	

I. Purpose

This policy outlines the processes, procedures, and conditions by which incoming Rollins students transferring from other higher education institutions are required to submit the College Official's Report (COR). The COR provides information on disciplinary and academic records of students.

The policy articulates the College's requirement that admission to Rollins is contingent upon the submission and successful review of a matriculating student's COR. Additionally, it includes processes and implications for students who do not submit COR reports or whose COR reports do not meet College standards. This policy applies to students enrolled in all degree-granting programs of the College: College of Liberal Arts (CLA), the Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer).

II. Definitions

A. College Official's Report (COR)

The [COR](#) is the form developed for and used as part of the Universal College Application. Institutions that use the COR as part of the Universal College Application evaluate this form equally with all other forms accepted by the institution.

III. Procedures

The following section outlines COR completion procedures and processes at Rollins.

A. CLA, Holt, and Crummer COR Distribution

1. Distribution of the COR

The COR is a requirement for all students who have completed undergraduate or graduate degrees within ten (10) years prior to their Rollins enrollment date.

- *College of Liberal Arts.* The COR is included in the FoxLink To Do List for incoming students and is completed once admissions deposits are made.
- *Holt.* The COR is included in the admissions paperwork packet for incoming students and is completed once admissions deposits are made.
- *Crummer.* The COR is included in the admissions paperwork packet for incoming students and is completed once admissions deposits are made.

2. COR Completion

The top portion of the COR form includes instructions for both the matriculating student and the student's previous institution. The matriculating student fills out his/her name and address and signs the document. **It is the matriculating student's responsibility to submit the form to previous institutions for review.**

At the previous institution, the Dean of Students, or designee, is instructed to complete the form. If an incoming transfer student has not attended college in several years, it is possible that the previous institution(s) will not be able to submit any relevant information for this report. This factor will be considered by the Office of Admissions in the event that COR report is not submitted. Rollins will follow-up with institutions that do not complete the form to determine (to the best of the College's ability) the reason the form was not completed. Reasons for lack of response may occasionally include an institution not having a record, lack of student follow through, or lack of administrative ability. The Dean of Students, or designee, is then instructed to submit the form via United States Postal Service (USPS) to:

Rollins College
c/o Office of Community Standards & Responsibility
1000 Holt Avenue - 2772
Winter Park, FL 32789-4499

Alternatively, the COR document may be emailed as an attachment to COR@rollins.edu.

3. COR Review

The Office of Community Standards & Responsibility receives and reviews all CORs and forwards to the appropriate CLA transfer, Holt admission, or Crummer admission. In the event that the Office of Community Standards & Responsibility identifies a COR of concern, the Dean of Students will be notified for further review. The Dean of Students may consult the Title IX Coordinator, the Director of Wellness, the Assistant Vice President for Public Safety, or the Senior Director of Student Life for further information.

The Dean of Students will convene the College's BETA team, including the appropriate Director of Admissions and the Vice President of Enrollment Management and Marketing, to make a determination about the admissions status of a student of concern.

Final determination of Admission status will be made by the appropriate Director of Admission and the Dean of Students, in collaboration with the appropriate College Vice Presidents.

VIII. Related Policies

Not Applicable.

IX. Appendices/Supplemental Materials

Not applicable.

X. Rationale for Revision

Not applicable.