PURPOSE

The purpose of this procedure is to provide guidelines for the receipt and evaluation of transcripts.

PROCEDURE

1. Transcript Requirements

   a. Only official transcripts will be accepted by the Admissions Office as a part of the student’s permanent record. An official transcript is one that has been received directly from the issuing institution. It must bear the college seal, date and an appropriate signature. Transcripts that are hand carried directly from the issuing institution will be accepted only when they are contained in the college’s envelope and the college’s official seal has not been broken. Transcripts which do not meet these requirements will not be considered official and will be rejected for any permanent use. The definition recognizes that the burden of acceptance lies with the recipient. Admissions staff will determine whether the document is official.

   b. A transcript should contain such essential academic data as (1) dates of attendance; (2) courses attempted; (3) grades and credits awarded; and (4) degrees received. It may also contain information related to the student’s current status at the institution.
c. Records that may have been in the hands of the student, such as student copies of transcripts or letters, grade reports, diplomas or graduation lists are not official.

2. Processing

   a. Transcripts are reviewed and evaluated by the Registrar upon receipt using the Transfer of Credit Evaluation Form to determine transferability of credit.

   b. When equivalency cannot readily be determined, the Registrar will consult with the academic deans for determinations regarding transferability of credit.

   c. Applicants are notified of their status.

   d. Files are updated upon completion of the evaluation.