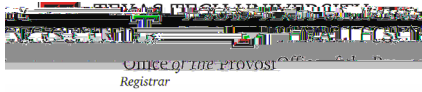


Student Record Transcript, and Test Score Policy

Internal Policy 01.01

PURPOSE: The purpose of the [redacted] that serve as part of the student academic record are official documents

- x Official transcripts should be sent in sealed envelope from the sending University. A transcripts issued to a student must be in a sealed envelope
- x All transcripts scanned into the student record are considered official unless stamped “unofficial” by the Office of the Registrar.
- x Electronic transcripts may be submitted via email as long as an access code and cover sheet ensuring validity of documents is attached with the email. This information is required to be attached to the official student record.
- x Transcripts received by an institution or agency should be carefully screened, especially if sent directly from a student or uncertified vendor. If an agency or institution suspects fraud, the Office of the Registrar of the sending institution, should work with them directly to investigate the validity of the transcript.



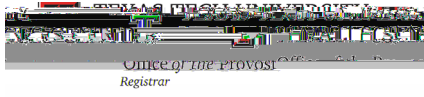
- x A student's academic transcript is the only official means of verifying course and degree completion. A copy of a diploma is not considered official for degree completion. The Office of the Registrar will provide a certified copy of black and white diplomas to students upon request but these will not be part of the student's academic record to avoid the risk of fraud or alteration of document.

Admissions Requirements:

- x Transcripts are required from all institutions formerly attended for all students upon admission to TTUHSC
- x All students admitted to TTUHSC must provide a final transcript of all previous work at all previously attended institutions no later than the last day of the first term in which they are enrolled. Failure to do so could result in a hold being placed for future registration.
- x Students coming from TTU will be required to submit an official transcript from TTU.
- x Transcripts can be received three ways:
 - o Hard copy transcript in sealed envelope directly from institution
 - o Verification providers (i.e. Credentials, National Archives, etc.)
- x Third party application services that follow the AACRAO protocol for official transcripts. Transcripts submitted to third party application services will be considered official
- x Manually altered documents by the receiving party are not considered final copies for the purpose of student records for matriculated students. Blurring out social security numbers by computer generation through verification providers is acceptable.

Foreign Transcripts/Evaluations:

- x For international and domestic students, transcripts are required from all institutions previously attended. For any foreign transcripts, a foreign transcript evaluation must be



exceptions (see below) must submit one of the following as proof of English proficiency:

X



American Samoa

Anguilla