

# Official Transcript Policy

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**Effective Date:** October 24, 2008

**Approved by:** Wayne Manning, VP Academic Affairs and Outreach

**Policy Owner:** Registrar

**Last Reviewed:** September 28, 2017

**Last Revised:** September 28, 2017

**Revision Approved by:** Dr. Julie Dinger, VP Academic Affairs

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All official transcripts from colleges/universities must be sent to the admissions office in a sealed envelope from the corresponding college/university. Any official transcripts that are not in the sealed envelope from the corresponding school/university will not be accepted as official transcripts.

Students are allowed to register for one (1) semester with unofficial transcripts. Official transcripts must be on file in the admissions office before registration for a second semester can occur.

Such documents are to be opened by the admissions staff only in order to verify the validity of transcripts.

Please note this on all correspondence to prospective students.