

<p style="text-align: center;">Policies/Procedures for the Office of Admissions</p>
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<p>SUBJECT</p>
<p>Unofficial/Fraudulent Transcripts</p>
<p><i>Office of Admissions</i></p>
<p>March 2023</p>

POLICY

A high school or college transcript would be considered **unofficial** for the following reasons:

- a transcript received from someone other than the high school or institution via email or in-person. *Example: A transcript received from a student or parent.*
- a transcript received in an unsealed envelope.
- a transcript received in a sealed envelope with no official seal/stamp from the receiving high school institution.

A high school or college transcript would be considered **fraudulent** for the following reasons:

- a transcript issued by a legitimate institution that has been altered.
- a transcript that has been forged by an online company or applicant.

PROCEDURE

Transcripts are issued to their perspective admissions counselor. Each transcript received is evaluated and if a transcript is deemed unofficial/fraudulent, it is processed as an unofficial transcript.

- 1.) Look for graduation date, signature (if required), rank, final GPA, and method of receipt. **NOTE: If a college is not listed in our database, the admissions counselor will research and verify if the college is legit. If not, it is marked unofficial.**
- 2.) A transcript that has been identified as unofficial or fraudulent is stamped *received* and notated as *unofficial*.
- 3.) "Unofficial transcript received from [high school/university name]. Sent to scan." is entered in Notes section of CRM Recruit and on SPACMNT in Banner.
- 4.) Unofficial college transcripts are not sent to the Registrar's office to be processed. All unofficial transcripts are sent directly to be scanned into the applicant's file.
- 5.) Student is notified via email to resubmit the requested transcript(s) and the university policy of what is acceptable.

NOTE: Unofficial transcripts does not mean that a student is considered not admissible, however, fraudulent transcripts from a legitimate institution that has been altered or a forged transcript from an online company or applicant can result in a student's denial for admission to our university.