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.