

# Admissions Transcript Policy

## 1. Transcripts from a Public or Non Public Accredited High School

- Transcripts must list the date of graduation; diploma type if applicable, all courses completed and grades earned, and must be signed by a school administrator.
- Transcripts can be faxed, mailed, or sent electronically through a transcript provider to the admissions office from the high school.
- Transcripts delivered by the student must be in a sealed envelope. Transcripts will not be accepted from a student via fax or e-mail.

## 2. Transcripts from a Non Public Non-Accredited High School

- Transcripts must list the date of graduation; diploma type if applicable, all courses completed and grades earned, and must be signed by a school administrator and contain contact information for the school and/or school administrator.
- Transcripts can be faxed, mailed, or sent electronically through a transcript provider to the admissions office from the high school.
- Transcripts delivered by the student must be in a sealed envelope. Transcripts will not be accepted from a student via fax or e-mail.
- Transcripts are reviewed for admissions purposes only. Additional financial aid review may be required.

## 3. College Transcripts

- Transcripts must list the dates of attendance, date of graduation if applicable; diploma type if applicable, all courses completed and grades earned. Transcripts must be official and cannot be student issued.
- College Transcripts will be accepted via mail or electronic submission from the college. Faxed college transcripts are not accepted.
- Transcripts delivered by the student must be in a sealed envelope with the protective college seal in place.
- All policies and procedures are subject to revision by the college or other governing agencies. Transcripts are reviewed for admissions purposes only. Additional financial aid review may be required.