

## *Policy Statement*

Terra State Community College (TSCC) requires a Secondary Education Transcript Collection and Verification process be completed for degree or certificate-seeking students upon admission to TSCC.

## *Policy Details*

TSCC students must submit an official final copy of an approved secondary education transcript prior to the start of registration for the next term. A registration hold will be placed on the student's account until receipt of an approved official final transcript.

Official secondary transcripts must:

- Be hand delivered in a sealed institutional envelope,
- Received directly by mail from the granting institution,
- Or received through the state's electronic transcript transfer system.

Official secondary transcripts must include:

- Graduation month and year, high school name (and location for out-of-state), student name and address (or another identifier such as birthdate),
- Official's signature and/or school seal,
- and for public school graduates beginning 2012, the K-12 state student identification number.

Official secondary transcripts must be from an Ohio public (chartered) school and Ohio non-public chartered schools, or for out-of-state, chartered by the state or accredited by the state.

An official final secondary transcript as defined must be received by the Office of Admissions and Enrollment Services unless:

- The student is determined an ability to benefit the student under the Admission's Policy non-graduate clause (Please see Admissions Policy for further details),
- The student is a senior citizen under the Audit Option (Please see Audit Courses Policy for further details),
- The student is an early enrollment high school student
- The student is a visiting transient student
- The student is seeking select courses for personal or professional enrichment

Official GED Transcripts must be hand delivered in a sealed State Department of Education envelope or received directly by mail from the State Department of Education.

Official Home-Schooled Document transcripts must include four years of high school curriculum, final grade per course, graduation month and year, student name and address, and home school official's signature.

International High School Transcripts, for students graduating from high school outside of the United States, and with special circumstances, may be approved by the Dean of Enrollment Services.

Professional judgement may be made by the Dean of Enrollment Services under extenuating circumstances.

A student who submits a fraudulent transcript will be charged with a violation of the Student Code of Conduct (Please see Student Code of Conduct for further details). Sanctions may include revocation of Admission or College Suspension.

**Procedures**

(A) Notification of Policy

1. Notification of this policy will be placed in the College catalog.

(B) Transcript Collection Management

1. Students are required to submit to the Office of Admissions & Enrollment Services an official final copy of their secondary transcript.
2. Receipt of the transcript will be marked appropriately in designated fields within the student information system, scanned and attached to their student record in the student information system.

(C) Consequence Management

1. Students who do not meet an exception and have not submitted an official final copy of their secondary transcript by start of registration for the next term will receive and be notified of financial aid processing and/or registration hold(s) until receipt of the required transcript, at which time the hold(s) will be removed.
2. Students who have not submitted an approved secondary education transcript or do not meet the conditions for extenuating circumstances will be required to submit the documentation to the Admissions Office before the Institutional Student Information Record (ISIR) will be processed.
3. Secondary education transcript will be required as part of the verification process for new or returning students requesting state or federal aid beginning fall 2012. Once the required documentation is received and processed by the Admissions Office, the Financial Aid Office will continue processing and awarding federal and state aid based on regulations.

Please contact [recordsdept@terra.edu](mailto:recordsdept@terra.edu) for any questions regarding this policy

**Resources**

NA

**Documentation**

NA

**Definitions**

<b>Term</b>	<b>Definition</b>
<i>Financial Aid Processing</i>	The process by which federal student aid is credited to the student’s billing ledger.

Approval History

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
11/20/ 2012	Policy	Issued	Unknown
8/20/2013	Policy	Revised	Unknown
4/26/2023	Entire Document	Transfer to new template – no changes	Jessica McCarthy, Dean of Enrollment Services

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 11/20/12**

**Next Review Date: 4/26/2026**