



## UNIVERSITY POLICY

### ETHICS AND RECORDS POLICIES

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**Number: 600**

**Subject: University Official Transcript Acceptance Policy**

**Covered Individuals: Admissions, Registrar, Academic Advisors, Operations, Financial Aid, and Students**

**Covered Campus Locations: All Locations**

**Date of Origin: April 21, 2014**

**Effective Date of Last Revision: April 17, 2017**

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#### **PURPOSE**

To establish “Acceptable Standards” for receiving official transcripts.

#### **DEFINITIONS:**

An official transcript is one that has been received from a secure authenticated designated party or the issuing institution. It must bear an institutional validation (such as seal, logo, or watermark), date, and appropriate signature.

#### **POLICY**

Upper Iowa University has established “Acceptable Standards” for receiving official transcripts.

##### Acceptable Standards

A high school transcript is considered official if received in the following ways: by mail directly from the high school to UIU, faxed from high school with cover sheet or header documenting high school name and date, delivered by student in a sealed envelope from high school, or provided by a guidance counselor directly to the UIU admissions counselor on a visit day. Original document(s) must be sent to IEC Operations/Registrar at or before the time of acceptance to the university for verification process.

A college/university transcript is considered official if received in the following ways: by mail directly from the college or university, delivered by student in a sealed envelope from the college or university, or by an electronic transcript system directly to the UIU staff or faculty member. Original document(s) must be sent to IEC Operations/Registrar at or before the time of acceptance for verification process.

For the Center for International Education: An official high school or college transcript is considered official if: (1) delivered by mail from an educational institution; (2) delivered by mail from an educational agent, or (3) provided directly to the CIE staff member from by an educational institution or agent. Please note that, due to government regulations and/or political instability on certain countries, the CIE reserves the right to accept certified copies of transcripts from some students. All documents will be verified by the CIE and sent to the IEC for processing.

## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

N/A

## **REFERENCES/BENCHMARKING**

N/A

## **CONTACTS**

Acting as the Policy Owner, the Registrar Office is responsible for answering questions regarding the application of this policy.

## **SANCTIONS**

N/A

## **HISTORY**

Updates the University Official Transcript Policy dated April 21, 2014. Prior to this policy this document replaced all verbal definition of official transcripts. No prior approved policies have been found.