Purpose

It is essential that the college maintain discipline in regards to compliance of credentials required for registration and transfer credit purposes.

It is important to educate both students and staff of the process to submit official transcripts and test scores to ensure documents received by the college are in the required form. Transfer credit for evaluation must be submitted on official transcripts to ensure the student did indeed complete the required course, from an accredited college or university, and that the course meets the college and curriculum standards for credit acceptance.

The following procedure demonstrates the required identification and processing of official documents. All official documentation must be imaged to the student record.

Procedure

1. An official transcript or test score is a dated document with the official school’s seal and/or Registrar's signature on security/watermark paper. Madison College does not accept faxed, emailed, scanned, advising copies, campus use only, and web produced transcripts. Official transcripts are date stamped when received with student ID number added in an area of the document that does not obscure printed information and forwarded to the Enrollment Center – Truax for imaging to the student record. A copy may be provided to the student at point-of-intake only, stamping with Issued to Student if no VOID watermark appears on copy.

2. Home schooled students obtain a transcript produced by the home schooling agent responsible for instruction of the student. The transcript should list courses with the grading scheme, or may just include detailed descriptions with course content, be signed and dated by the agent. Home schooled documents are date stamped when received with student ID number added in an area of the document that does not obscure printed information and forwarded to the Enrollment Center – Truax for imaging to the student record. A copy may be provided to the student at point-of-intake only, stamping with Issued to Student.

3. Madison College will accept copies of international transcripts from applicants who have been granted political asylum, refugee status, or whose country is under open warfare. If this requirement is stated by the student, staff copy the official document and note “presented as official” on the copy, returning the original to the student. Otherwise the transcript is accepted as official.
If the student’s home country’s primary language is not English, the student is responsible to have the transcript officially translated into English prior to submitting to the college. Official transcripts or transcript copy are date stamped when received with student ID number added in an area of the document that does not obscure printed information and forwarded to the Enrollment Center – Truax for imaging to the student record. A copy may be provided to the student at point-of-intake only, stamping with Issued to Student if no VOID watermark appears on copy.

4. In regards to transfer credits, to evaluate 15 credits of general education and six credits of elective credits, the college will uniformly accept the American Council on Education (ACE) recommendations. For program-related courses, however, the divisions must make their own decisions about implementing the ACE recommendations. The college may be unable to verify all college-level learning due to verification processes not readily available to the college. It is important the student is informed that only official transcripts will be considered to evaluate previous course work.

5. In situations where a student or prospect states they are no longer able to obtain a transcript or GED transcript from the school, refer them to contact their local or State Department of Public Instruction (DPI) to obtain/order an official document. If a public or private school records no longer exist, the student/prospect should contact the DPI to request the following on official DPI letterhead with current date and official DPI signature: name of school, year school closed, name of student and if recorded – the year graduated.

**Related Business Process**

1. Family Educational Rights and Privacy Act (FERPA)
2. Enrollment Request
3. Mandatory Placement/Waiver Process
4. Transfer Credit Evaluation