Student Record & Transcript Policy

Internal Policy 01.01

General Definition

Student records, including the academic transcript, are protected under the provisions of the Family Educational Rights and Privacy Act (20 U.S.C. 1232[g]). Transcripts and documents from other institutions are the property of Texas Tech University Health Sciences Center and as such, are under the control of the Office of the Registrar. Under federal policy, a student has the right to review the documents in his or her file. The University is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to the University for admission or credit transfer become the property of Texas Tech University Health Sciences Center and cannot be returned to the student or forwarded to other institutions.

- In accordance with SACS standard 3.9.2, “The institution protects the security, confidentiality, and integrity of student records and maintains security measures to protect and back up data.” This responsibility is under the control of the Office of the Registrar, and it is under the purview of the Registrar to ensure that all documents provided are official documents which constitute part of the student academic record.
- To avoid the risk of transcript fraud, all original transcripts will be verified in the Office of the Registrar. Official transcripts should be sent in an official envelope marked “Official Transcript” or “Official Transcript – if seal is broken, authentication is not guaranteed” (AACRAO Academic Record and Transcript Guide, p.44).
- Electronic transcripts may be submitted via email as long as an access code and cover sheet ensuring validity of documents is attached with the email. This information is required to be attached to the official student record.
- Transcripts received by an institution or agency should be carefully screened, especially if sent directly from a student or uncertified vendor. If an agency or institution suspects fraud, the Office of the Registrar of the sending institution, should work with them directly to investigate the validity of the transcript.
- A student’s academic transcript is the only official means of verifying course and degree completion. A copy of a diploma is not considered official for degree completion. The Office of the Registrar will provide a certified copy of black and white diplomas to students upon request but these will not be part of the student’s academic record to avoid the risk of fraud or alteration of document.

Admissions Requirements:

- **Transcripts will not be accepted with a print date over a year old.** The only exception would be a currently enrolled student applying to another program or school within the institution and no additional work was completed at former institutions.
Transcripts are required from all institutions formerly attended for all students upon admission to TTUHSC, with the exception of transcripts from Texas Tech University since we share the same student information system.

All students admitted to Texas Tech University Health Sciences Center must provide a final transcript of all previous work at other institutions directly to the Office of the Registrar, no later than the last day of the first term in which they are enrolled. Transcripts submitted to 3rd party application services are not considered final copies for the purpose of student records for matriculated students.

For international students, transcripts are required from all institutions previously attended for admitted students. For any foreign transcripts, a foreign transcript evaluation must be submitted in lieu of the official transcript. Please see foreign student policy for further information.