

Student Record, Transcript, and Test Score Policy

Internal Policy 01.01

PURPOSE: The purpose of the Texas Tech University Health Sciences Center Office of the Registrar Policy is to establish student record and transcript requirements in accordance with Student Record Compliance to meet federal and state regulations. This policy applies to all Texas Tech University Health Sciences Center (TTUHSC) campus locations.

REVIEW: This policy will be reviewed by May 1 every year by the Registrar and presented to the Assistant Provost of Student Affairs by May 15 for review.

POLICY/PROCEDURE:

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 TTUHSC 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. TTUHSC 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 TTUHSC and cannot be returned to the student or forwarded to other institutions.

- In accordance with SACS standard 12.5, “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. As such, it is under the purview of the Registrar to ensure that all documents that serve as part of the student academic record are official documents.
- Official transcripts should be sent in sealed envelope from the sending University. Any transcripts issued to a student must be in a sealed envelope.
- All transcripts scanned into the student record are considered official unless stamped “unofficial” by the Office of the Registrar.
- 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 or transcript evaluation 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 are required from all institutions formerly attended for all students upon admission to TTUHSC.
- All students admitted to TTUHSC must provide a final transcript of all previous work at all previously attended institutions no later than the last day of the first term in which they are enrolled. Failure to do so could result in a hold being placed for future registration.
- Given that Texas Tech University (TTU) and TTUHSC share the same student information imaging system, transcripts received by TTU that are scanned into the student imaging system will be accepted by TTUHSC and will be considered official documents unless otherwise notated on the transcript. Students coming from TTU will still be required to submit an official transcript from TTU.
- Transcripts can be received three ways:
 - Hard copy transcript in sealed envelope directly from other institution
 - Verification providers (i.e. Credentials, National Clearinghouse, etc.)
- Third party application services that follow the AACRAO protocol for official transcripts. Transcripts submitted to third party application services will be considered official.
- Manually altered documents by the receiving party **are not** considered final copies for the purpose of student records for matriculated students. Blocking out social security numbers by computer generation through verification providers is acceptable.

Foreign Transcripts/Evaluations:

- For international and domestic students, transcripts are required from all U.S. institutions previously attended. For any foreign transcripts, a foreign transcript evaluation must be submitted in lieu of the official transcript. Domestic students who have taken non-required coursework at a foreign institution may be reviewed on a case by case basis by the individual school to determine whether a foreign transcript evaluation must be submitted or if the requirement can be waived. A memo requesting a waiver of the evaluation must be submitted to the Office of the Registrar and scanned into the student record.
- Foreign transcript evaluations must be official, coming to us directly from the evaluation agency.
- If a student has attended multiple Institutions outside the U.S., the evaluation must include all Institutions attended.
- We will accept foreign evaluations greater than a year old, as long as they are complete and/or the student hasn't taken any additional courses outside the U.S

Test Scores: Please verify with your school which test score is required for your particular application requirements.

Proof of English Proficiency – Applicants that are not US Citizens and do not qualify for exceptions (see below) must submit one of the following as proof of English proficiency:

- **Test of English as a Foreign Language (TOEFL)** www.toefl.org - The minimum TOEFL score required is 550 (paper-based version) or 79 (internet-based version). The TOEFL score must be received directly from the Educational Testing Service (ETS); TTUHSC's institutional code is 6851. TOEFL scores are valid for only two years. Due to the limited time frame regarding accessing test scores, if TTUHSC has received a test score that is over two years old, we will accept it as official.
- **IELTS** International English Language Testing Service www.ielts.org - The minimum IELTS required score is an overall band score of 6.5 on the Academic version; IELTS General Training results are not acceptable. There is no IELTS institution code for TTUHSC. IELTS scores are valid for only two years. Due to the limited time frame regarding accessing test scores, if TTUHSC has received a test score that is over two years old, we will accept it as official.
- **Duolingo English Test** (Online examination) The minimum requirement Duolingo score is 100. There is no institutional code for Duolingo and scores are reported within 48 hours and are valid for two years. Due to the limited time frame regarding accessing test scores, if TTUHSC has received a test score that is over two years old, we will accept it as official.
- **PTE Academic** (Pearson Test of English Academic; PTE Academic) The minimum required PTE Academic score is 60. PTE General and PTE Young Learners results are not acceptable. There no PTE Academic institution code for TTUHSC. PTE Academic scores are valid for only two years. Due to the limited time frame regarding accessing test scores, if TTUHSC has received a test score that is over two years old, we will accept it as official.
- **Cambridge CPE** (Cambridge Certificate of Proficient in English; CPE) The minimum required Cambridge CPE grade is C. There is no institutional code for the Cambridge CPE. The Cambridge CPE is valid for life.
- **Cambridge CAE** (Cambridge Certificate of Advanced English; CAE) The minimum required Cambridge CAE grade is B. There is no institutional code for the Cambridge CAE. The Cambridge CAE is valid for life.

English Proficiency Testing Waivers and Country Specific Exemptions:

- SAT and ACT scores, at the School's discretion (contact school of application).
- Applicant attended four (4) consecutive long semesters of credit-bearing/non-development/non- ESL courses at an accredited post-secondary school in the US.
- Attend two (2) consecutive years of high school in the United States.

- Attend two (2) consecutive years of high school with U.S. accreditation or within an English proficiency exempt country
- Applicants from the below English Proficiency exempt countries (must provide proof with passport):

American Samoa	Anguilla
Antigua and Barbuda	Australia
Bahamas	Barbados
Belize	Bermuda
Canada (except the Province of Quebec)	Cayman Islands
Dominica	Falkland Islands (Islas Malvinas)
Ghana	Gibraltar
Grenada	Guam
Guyana	Ireland, Republic of
Jamaica	Liberia
Micronesia Islands, Federated States of	Montserrat
New Zealand	Nigeria
Saint Kitts and Nevis	Saint Lucia
Saint Helena	South Africa
St. Vincent and the Grenadines	Trinidad and Tobago
Turks and Caicos Islands	United Kingdom: (England, Scotland, Northern Ireland and Wales)
United States	Virgin Islands
Zimbabwe	

- **GRE** (Graduate Record Examinations) - Please contact the TTUHSC school you are applying to for GRE test score requirements
- **MCAT** (Medical College Admission Test) - Please contact the TTUHSC School of Medicine for MCAT test score requirements
- **PCAT** (Pharmacy College Admission Test) - Please contact the TTUHSC School of Pharmacy for PCAT test score requirements
- **TEAS** (Test of Essential Academic Skills) – Please contact the TTUHSC School of Nursing for TEAS test score requirements specific to the program you are applying for