

Student Record & Transcript Policy

Internal Policy 01.01

PURPOSE: The purpose of the 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 TTUHSC campus locations.

REVIEW: This policy will be reviewed by May 1 every year by the Registrar and presented to the Assistant Vice President for Student Services, Registrar and Financial Aid by May 15th for review.

POLICY/PROCEDURE:

1. 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). Any transcripts issued to a student must be in a sealed envelope marked “Official Transcript” and sent to the Office of the Registrar. If a transcript is received in another institutional office, the envelope the transcript came in must be verified by the individual school for validity before the transcript is sent to the Office of the Registrar.
- 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 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.

2. Admissions Requirements:

- **Transcripts will not be accepted with a print date over a year old from the date received.** 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.
- Since TTU and TTUHSC share the same student information system, if a transcript is sent to TTU and is **within a year from the date needed to review an applicant's requirements**, we will accept those transcripts as well since they will already be in the student's academic record shared by both 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 and Texas Tech University Health Sciences Center** 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 will be considered official as long as they come through a verification provider. Transcripts can be received three ways:
 - Hard copy transcript in sealed envelope directly from other institution
 - Verification providers (i.e. Credentials, National Clearinghouse, etc.)
 - 3rd party application services that follow the AACRAO protocol for official transcripts

Blocking out social security numbers by computer generation through verification providers is acceptable. Manually altered documents by the receiving party **are not** considered final copies for the purpose of student records for matriculated students.

- For international and domestic 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. Domestic students who have taken non-required coursework at a foreign college may be reviewed on a case by case basis by the individual school to determine whether a foreign transcript evaluation must be submitted. For additional information for international students, please see the [TTUHSC International Student Procedures](#).