

DSCC Official Transcript Policy

I. Purpose

The purpose of this policy is to define what is considered an official high school, GED/HiSET or college transcript to comply with the general rules that apply to an institution that participates in any student financial assistance program authorized by Title IV of the Higher Education Act of 1965. 34 CFR 668.16(p)

II. Scope

This policy applies to all incoming degree-seeking students.

III. Policy

In accordance with TBR Policy: 2:03:00:00 and DSCC Admissions Policy 04:04:05:00, the Office of Admissions and Records will only accept official high school transcripts sent directly from the high schools or official GED/HiSET testing centers to Admissions and Records. Admissions and Records staff will verify receipt of transcripts to determine validity of transcript and to ascertain applicant has completed high school with a regular/honors diploma to complete Admissions requirements. DSCC will not accept transcripts that have not been sent directly to the DSCC Office of Admissions and Records from the high school, testing center or higher education institution.

IV. Compliance

All faculty, staff and students will comply with this policy.

V. Definitions

Official Transcript: document sent directly to the Office of Admissions and Records via mail, fax, or email from high schools, testing centers or higher education institutions.

VI. Revision History

Policy written 02/08/2022 by Director of Admissions & Records
Approved by Administrative Council 04/28/22
Reviewed and approved by Administrative Council on 3/27/2025