



**DONNELLY
COLLEGE**
EST. 1949

HS Transcript Requirement Policy

Reviewed/Updated Date:11/9/21
Approved by: Administrative Council
Responsible Official: Director of Admissions

Proposed Policy Statement

TRANSCRIPTS FOR ADMISSIONS:

All traditional degree-seeking students must have graduated high school to take classes at Donnelly College. A GED or college transcript will also be accepted as certification of high school completion. (Non-traditional students include dually enrolled high school students). As a part of the admissions and enrollment process, students must submit an official copy of all transcripts to the Donnelly College Registrar's Office. If a student is currently enrolled at another institution (either high school or college), the student can submit an official transcript that lists previous courses taken and courses that are in progress at the time of admissions. Final official transcripts must be submitted before the first day of class. A student can enroll in classes, but the student will be dropped from classes after the add/drop period if they haven't submitted their final transcripts. The only exception is if a student has earned either their Associate's or has 60 credit hours on file, in which case we would need all college transcripts.

Justification:

It is a federal regulation that financial aid cannot be disbursed without **an official high school transcript** on file. If we don't have their high school transcript, we will not be able to disburse aid until it's turned in for those students. (Effective FA22)