# Policy Name

Reviewed/Updated Date: November 9, 2021

Approved by: Admin. 11/9/21

Responsible Official: Director of Admissions

**Original 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 enrolling in classes for the following semester.

**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. (Effective FA22)

\*\*\*Nursing will not enroll students in classes without an official transcript *(Amended by the Dean of the College 7.28.22)*

Reason why it’s being changed:

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.