



**DONNELLY
COLLEGE**
EST. 1949

Transcripts for Admissions

Reviewed/Updated Date: 1/22/2021
Approved by: Administrative Council
Responsible Official: Registrar

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.

What transcripts are required?

1. First-time college students have high school transcript or GED certificate indicating the date of graduation. Students who have served in the military may provide their DD-214 in place of a transcript if the DD-214 has high school completion information.
2. Transfer students have college or university transcript(s)
3. Part-time, non-degree seeking adult students who want to take classes for personal or professional development are not required to submit transcripts; however, only nine hours may be accumulated.

Proposed Policy Statement

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What transcripts are required?

1. First-time college students have high school transcript or GED certificate indicating the date of graduation.
2. Transfer students have college or university transcript(s), in addition to their high school transcript or GED certificate indicating the date of graduation.
3. Part-time, non-degree seeking adult students who want to take classes for personal or professional development are not required to submit transcripts; however, only nine hours may be accumulated.