



# POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Policy on High School Transcripts</b>
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## **POLICY STATEMENT:**

Goodwin University aids students in attempting to obtain their high school transcripts, GED, HiSET or equivalency by reaching out to high schools via a transcript request form. While Goodwin University reaches out to the students' high school via the transcript request form, it is also the students' responsibility to assist when we are unable to obtain their high school transcript. Goodwin University accepts high schools who are approved by the Department of Education (DOE) or approved by the New England Accreditation of Schools and Colleges (NEASC) or the Council for Higher Education Accreditation (CHEA). We will also review the high school for each state to understand what they determine is high school completion.

## **PROCEDURE DETAILS:**

1. Students complete and sign the High School transcript requests form in the admissions office and the form is sent to the Registrar's Office to mail to the high school indicated on the form by the student. The form is sent to the Registrar's Office electronically.
2. The students are informed that Goodwin University will request their transcript, however the University will send out the request on students' behalf if a transcript is not received. It is the students' responsibility to obtain/submit official transcripts to the Registrar's Office.
3. A hold will be put on the student's account at the time of admission as Goodwin must receive the high school transcript by the end of the first semester in which the student is enrolled.
4. The Registrar's Office will mail the form to the high school indicated on the high school transcript request form and will pay any associated fees to the high school.
5. Upon receipt of the high school transcript, The Registrar's Office evaluates the transcript for accreditation and authenticity.
6. If the student submits an international transcript, it is then reviewed by the Registrar who is trained on international transcript evaluation.
7. All high school transcripts or their equivalent must be sent to Goodwin University in a sealed envelope or received from a secure electronic transcript vendor.
8. In the event The Registrar's Office determines that a student's high school transcript is not acceptable, Student will be offered the opportunity to take the GED or HiSET exam.
9. If after thirty (30) days from the time of admission, The Registrar's Office does not receive the official high school transcript, staff in the Registrar's Office will reach out to the student for assistance via a phone call or email as well as process a second mailing to the high school.
10. Home-schooled students must provide the requirements per the Department of Education (DOE) per the state they were home-schooled.
11. Any student who has earned an Associate's degree or higher will be waived from submitting a high school transcript.
12. If Goodwin University determines the school is no longer in operation or it has been twenty years or longer since the student graduated from high school, we will then accept the attestation.

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

**DEFINITIONS:**

NA

**EXCLUSIONS:**

NA

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Admissions and Registrar

**HISTORY:**

Approved by Cabinet 8/8/2024

<b>EFFECTIVE DATE:</b>	7/1/2024
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Registrar's Office
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**