



### Transcripts for Employment Purposes Policy

Responsible Official: Chief Operating Officer

Responsible Office: Human Resources

#### Policy Purpose

This policy specifies submission of transcripts as a condition of employment.

#### Policy Statement

East Tennessee State University (ETSU) requires an employee to submit a transcript within sixty (60) days of date of hire if the position requires proof of degree for employment. If an employee submits an unofficial transcript, ETSU reserves the right to request an official transcript to confirm the employee meets the minimum required credentials for their position. The Office of Human Resources will accept electronic transcripts from regionally accredited universities if received directly from that institution. ETSU graduates are responsible for requesting official transcripts to be sent from the ETSU Records Office to the Office of Human Resources.

ETSU verification of an employee's education, documented by transcripts, is a safeguard to ensure ETSU meets all accreditation standards, principally those of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Discipline accreditation is contingent on ETSU's approved regional accreditation. Degree verification is a mandate of accrediting agencies. Tennessee law imposes criminal penalties for the misrepresentation of academic credentials.

ETSU notifies prospective employees in their offer letters and contracts that their appointment is conditional and subject to revocation for failure to comply with this requirement not later than sixty (60) days of date of hire. In addition, faculty may be required to provide verification of degrees conferred and/or graduate semester credits as a prerequisite for employment. Employees are responsible for ensuring that transcripts are on file with the Office of Human Resources.

#### I. Unavailable Official Transcripts.

If an official transcript is unavailable for any reasonable reason (i.e., records have been destroyed), an official letter stating that an official transcript cannot be furnished is required from the awarding university, if still in existence.

II. Institutions No Longer in Existence.

If an official transcript is unavailable because the awarding institution is no longer in existence, certified credentials from a credential verification service (e.g., Federation Credentials Verification Service) will be accepted.

III. Official Transcripts Issued to Student.

If a transcript is stamped “Issued to Student”, the transcript must be in a sealed envelope from the school when received by the Office of Human Resources.

IV. Official Transcripts Issued to Employee.

If an employee has the original transcript (not “Issued to Student”) and another cannot be obtained, the employee must bring the transcript to the Office of Human Resources. A copy is made and notarized that it is a true copy of the original. The employee will maintain the original after the copy is made.

V. Comparably Recognized Non-U.S. Institution.

If an employee attended a university in a foreign country, certified credentials from a credential verification service (e.g. Federation Credentials Verification Service) may be accepted.

VI. Graduate Assistants and Tuition Scholars.

If an instructor of record is a graduate assistant or tuition scholar assigned as a teaching associate, a copy of the official transcript will be accepted from ETSU’s College of Graduate and Continuing Studies.

Previous Policy: PPP-85 Official Transcript for Employment

Authority: Tennessee Code Annotated (Sec 49-7-133): Misrepresentation of Academic Credentials, SACSCOC Principles of Accreditation

## Definitions

Official Transcript	A transcript that bears the embossed or raised seal, date, and Registrar’s signature. Electronic transcripts are considered official
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if delivered securely from the issuing institution to ETSU.

Regionally Accredited Institutions

Regionally Accredited Institutions are those accredited by Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (WASC, which includes Accrediting Commission for Community and Junior Colleges (ACCJC) and WASC Senior College and University Commission (WSCUC)).

Unofficial Transcript

A transcript that has been in the hands of a student and does not contain a college seal or registrar's signature.

### Policy History

Effective Date: December 21, 2021

Revision Date: Previous: PPP-75

### Procedure

The Office of Human Resources (1) receives, maintains, and documents employee transcripts in employee personnel files; (2) sends missing transcript reports to administrators and supervisors; and (3) processes terminations for failure to receive transcripts at the end of the sixty (60) day grace period according to ETSU policies and procedures.

### Procedure History

Effective Date:

Revision Date:

### Related Form(s)

## Scope and Applicability

Primary: Human Resources

Secondary: