

SECTION: 5. Student Policies

SUBJECT: Electronic Transcript Policy

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**Background:** The American Association of Collegiate Registrars and Admissions Officers (AACRAO) Fax Guidelines Task Force reports that fax documents are acceptable in both state and federal courts and by federal agencies. Because a fax is a true representation of the original, it can be considered a reproduction or qualify as an original document. This also applies to scanned transcripts and photos of transcripts. This policy allows Lewis-Clark State College to receive *electronic transcripts*.

**Point of Contact:** Director of Admissions

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Admissions Office

**Date of approval by LCSC authority:** October 14, 2016

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** October 2016

**Summary of Major Changes incorporated in this revision to the policy:** N/A

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1. Lewis-Clark State College will accept electronic transcripts for initial admission purposes. The transcripts will be considered unofficial. Transcripts must be legible or student will be asked to re-send them. Students will be required to send an official transcript from each institution attended for final admission and financial aid disbursement purposes.
  - A. Electronic transcripts include:
    1. Scanned transcript
    2. Faxed transcript
    3. Photo of transcript
  - B. Electronic transcripts must include the student's full name, institution, grades, grade points, credits, and grade point average.
  - C. Electronic transcripts will be date-stamped when received.