

SECTION: 5.0 STUDENT POLICIES

SUBJECT: ELECTRONIC TRANSCRIPT POLICY

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**Background:** This policy allows Lewis-Clark State College (LC State) to receive *electronic transcripts*.

**Point of Contact:** Director of Admissions

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

**Date of approval by LC State authority:** October 14, 2016

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

**Date of Most Recent Review:** April 2025

**Summary of Major Changes incorporated in this revision to the policy:** Reviewed and updated acceptance of electronic transcripts.

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Lewis-Clark State College (LC State) will accept student-generated electronic transcripts for initial admission purposes. The transcripts will be considered unofficial. Student-generated transcripts must be legible, or students will be asked to re-send them. Students will be required to send an official transcript from each institution attended for final admission, financial aid disbursement, and transfer credit evaluation purposes.

**1. Student-generated electronic transcripts include:**

- A. Scanned transcript
  - B. Faxed transcript
  - C. Photo of transcript
- 2.** Electronic transcripts must include the student's full name, institution, grades, grade points, credits, and grade point average.
- 3.** Electronic transcripts will be date-stamped when received.
- 4.** Official electronic transcripts must be sent directly from the issuing institution or from a recognized transcript service such as Parchment or the National Student Clearinghouse.