

SECTION: 5.0 STUDENT POLICIES

SUBJECT: ELECTRONIC TRANSCRIPT POLICY

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.

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.