NUMBER: ACAF 7.08

SECTION: Academic Affairs

SUBJECT: Transcripts

DATE: December 13, 2010

Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Dr. Marsha Dowell
Issued by: Academic Affairs

I.   Policy

Official transcripts for all degrees are required for anyone who teaches a credit-bearing course for USC Upstate. Official transcripts are required for any candidate hired for a position such as a new faculty member, dean, or administrative position where the person is classified as a faculty member. Official transcripts are required of Administrators who teach a class as a part-time faculty member or teach a University 101 class.

Why do we need official transcripts? USC Upstate is required by SACS (Southern Association of Colleges and Schools) to have on file official transcripts for all full-time and part-time faculty as part of the accreditation requirements of the university by SACS.

Definition: Official transcripts are classified as original documents showing the educational work and degree(s) earned by a student in a school or college (institute of higher education above high school). The documents are normally signed by the registrar and have the official seal of the institution. They can be copies of the documents (such as micro-fiche) but with original signatures of the registrar or official of the school/college/university and/or the official seal or stamp.

When official transcripts are not received by Academic Affairs for new hires, or continuing hires, it is the responsibility of the administrative coordinator to work with the particular department administrative assistant to help follow-up and get the official transcripts. The administrative coordinator should also contact the hire directly when necessary to procure the transcript.

NOTE: USC Upstate does not pay for faculty transcripts. Individual faculty are responsible for ordering and paying for transcripts to be sent to USC Upstate.

II.   Procedure

Process:
1. Transcripts should be addressed and mailed directly to USC Upstate and not to the faculty member or candidate. "Issued to Student" transcripts can only be accepted IF the transcript comes in a confidential sealed envelope from the institution issuing the transcript.

2. Once opened, transcript envelopes should be stapled to the official transcript to verify to whom the transcript was mailed. The person who opened the envelope should date-stamp the back of the envelope and sign that they opened the envelope.

3. Transcripts, themselves, should be date-stamped or date received noted on the transcript and the division/department chair/dean signs or initials by the date. This verifies receipt of the transcript and also verifies that the appropriate department person verified that the transcript is official and that the candidate/faculty member has the appropriate credentials for the position or to teach the courses for which he/she was hired to teach.

4. If the last name on the transcript has changed (due to marriage/divorce/other), write in the current name used above the transcript name and highlight so the transcript will be processed correctly.

5. If the Social Security number is not on the transcript, write the number on the transcript and highlight it.

6. If the transcript is received in a Chair's office, then the transcript should be sent to the Dean's office for review, to be copied for file if that is the procedure, and to be signed by the Dean.

7. The Dean's office forwards the transcripts to the office of Academic Affairs where the original transcripts are filed.

8. Once transcripts are received in Academic Affairs, they are date-stamped as received. Then they are filed in the particular person's file. If a part-time faculty member, the transcript goes in the part-time faculty transcript file drawer alphabetically in the particular department's section. If a full-time faculty member, the transcript goes in the file drawers for the full-time faculty files, in the faculty member's personnel file, on the left side of the file.

Review faculty transcript files periodically to make sure all needed information is in the file.