Name of Policy: Final High School Transcript Policy
Responsible Department: Office of the Registrar
Responsible Administrator: Registrar
Effective Date: August 9, 2019

POLICY

All students who enroll at Elms College are required to provide final, official transcripts for any coursework (high school or college). Final high school transcripts or GED scores must confirm the student has earned his/her high school diploma with the date of graduation or completion. Students may not be able to begin classes at Elms until this document is received. For students filing for any type of state or federal aid, receipt of a final high school transcript will be required before any funds can be disbursed.

PROCEDURE

The Admissions Office facilitates the collection of applicants' documents, including the high school transcript, throughout the admission process. Receipt of a student's final official high school transcript is noted in the Admissions CRM system as well as in Colleague. Most final transcripts are sent to the Admissions Office by the end of June, prior to high school closures for the academic year.

Once deposited student files are transferred to the Registrar's Office prior to summer orientation in June, Admissions and Registrar will work together to track receipt of official documents required for students to start attending classes.

Two weeks before the start of the semester, the Registrar's Office will communicate to incoming students if his or her final high school transcript is still outstanding. Holds will be placed on the students' records to prevent registration for the following term. The Registrar's Office will communicate to students about potential impacts from not submitting their final high school transcripts, including:

- The offer of admission may be rescinded.
- The student would not be allowed to continue enrollment or attend class at Elms College.
- On-campus residents must immediately vacate the residence hall.
- According to federal, state and Elms College regulations, students would not be eligible to receive financial aid. As a result, federal and state (if any) financial aid awards may be canceled.
- Students must contact the Office of Financial Aid at finaid@elms.edu with any questions.