

# Board of Trustees of the Nebraska State Colleges

## Policy Category

POLICY NAME: High School and Post-Secondary Transcript Processes

POLICY NUMBER: 4130

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### A. PURPOSE

To establish processes and procedures for accepting high school and post-secondary transcripts, satisfactory academic progress, academic amnesty, and academic renewal.

### B. DEFINITIONS

- 1. Academic Amnesty:** A process by which a student who has faced significant challenges during a particular period may request to have course grades removed from their GPA calculation for a specific semester, allowing them to make a fresh start academically without the burden of past performance affecting their overall GPA.
- 2. Academic Renewal:** A process by which a student who was suspended or academically disqualified due to a cumulative GPA of less than 2.0 and has not attended a State College for at least six consecutive semesters may apply for readmission.
- 3. Dual Credit Courses:** Coursework completed by high school students for which the student receives both high school credit and college credit. The Colleges require an official transcript from the host institution offering the course(s).
- 4. Early Entry Credit Courses –** Coursework completed by high school students prior to the completion of their high school diploma, which solely earn college credit. The Colleges require an official transcript from the host institution offering the course(s).
- 5. High School Transcript:** Official record of a student's academic performance throughout their high school career, including overall high school GPA, a list of all courses taken, grades earned, and corresponding credit hours for each course.
- 6. Official Transcript:** Transcript sent directly from a high school, postsecondary institution registrar's office, or through an approved contracted vendor to the receiving institution's registrar's office.
- 7. Postsecondary Transcript:** Official record of a student's academic performance during attendance at the postsecondary institution, including overall

institutional GPA, a list of all courses taken, grades earned, and corresponding credit hours for each course.

8. **Satisfactory Academic Progress:** The process an institution uses to determine if a student is meeting all of their educational requirements and is on target to graduate on time with a degree or certificate.
9. **Unofficial Transcript:** Transcripts available online or through student portals.

## C. POLICY

### 1. Official Transcript Requirements

- Transcripts must include the school or institution's seal or logo and be signed by the registrar or other authorized school official.
- Transcripts must depict the graduation date denoting the successful completion of all coursework (high school transcript).
- Transcripts must be received after the completion of the academic terms for which course credit is requested, and, if applicable, depict the graduate date denoting the successful completion of all coursework for a conferred degree (postsecondary transcript).
- Transcripts must be sent from a school or institution that is recognized by an accrediting agency to ensure the quality of the transfer credits.
- All official transcripts must be received prior to the beginning of pre-registration for the second term for which the student wishes to be enrolled. Students without official transcripts on record by this deadline will no longer be eligible to register for future courses.
- Colleges may request official transcripts from all previously attended colleges and universities.
- When making Satisfactory Academic Progress (SAP) determinations, the College may use an official transcript from the most recent postsecondary institution and complete a limited transcript review as outlined below. Colleges may use the National Student Clearinghouse (NSC) when making SAP determinations.

### 2. Use of Unofficial Transcripts

- Make preliminary enrollment decisions and prepare financial aid awards
- Assist academic advisors in determining initial course schedules
- Cannot be entered into Student Information System as an official record

### 3. Use of Official Transcripts

- Record courses into the Student Information System
- Verify academic credentials

- Finalize course schedules and enrollments

#### **4. Satisfactory Academic Progress (SAP) for Limited Transcript Review**

By permitting students to submit their most recent college transcript for SAP determination, the Nebraska State Colleges aim to simplify the process for students while maintaining the integrity of the SAP evaluation. This process reflects our commitment to supporting students' academic success.

##### **4.1. Student Request**

Student submits a formal request to the Registrar's Office indicating their intent to use the most recent college transcript for SAP evaluation and a signed authorization allowing the College to access their academic records from previous institutions, if application, for verification purposes

##### **4.2. Prior Institution Transcript Verification**

Upon receiving the student's request and authorization, the Registrar's office will verify the accuracy of the most recent college transcript against any previous institution transcripts on record to ensure the integrity of the SAP determination and confirm all relevant coursework is considered.

##### **4.3. Data Compilation and SAP Evaluation**

The Registrar's Office, in collaboration with the Financial Aid Office, will compile and evaluate the academic data from the most recent college transcript and any verified prior institution transcripts, if applicable. The SAP determination will be based on the established criteria and in compliance with federal regulations.

##### **4.4 SAP Notification and Appeal Process**

Following the SAP evaluation, student will be notified of their SAP status in a timely manner. Students who do not meet SAP requirements will receive information regarding their eligibility for federal financial aid and instructions for the SAP appeal process, if applicable.

#### **5. Maximum Timeframe**

Colleges may utilize NSC academic history when determining the 150% maximum timeframe for whether or not courses were completed successfully. Students who exceed the maximum timeframe may become ineligible for federal financial aid, including grants, loans, and work-study programs. In addition, the College may choose not to disburse any additional financial aid to students until they demonstrate they can complete their program within the maximum established timeframe.

#### **6. Academic Amnesty**

##### **6.1. Eligibility**

- Student must be currently enrolled;

- Student must have completed a minimum of one subsequent semester with at least twelve (12) credit hours of coursework after the semester for which they seek amnesty;
- Student's academic performance in the subsequent semester(s) must have resulted in a GPA that meets the criteria for good academic standing at the College.

## 6.2. Application Process

- Student submits a formal written request for academic amnesty to the College VPAA or their established designee. The request must include the following:
  - The semester for which amnesty is being requested and the specific courses (must be at least 60% of the courses completed within that semester, but can be the entire set of courses);
  - Explanation of the challenges faced during the specific semester for which amnesty is sought (e.g. personal, health, family-related, financial);
  - Statement of how the student has overcome these challenges; and
  - Demonstrated academic improvement in subsequent semester(s).
- Student provides supporting documentation or evidence that validates the difficulties faced during the relevant semester (e.g. medical records, official statements, or letters from relevant authorities).
- The College VPAA or their established designee will review the application and supporting documents. A committee comprising of academic advisors, faculty members, and other relevant college staff will make the final determination on whether academic amnesty is granted.
- Student will be notified of the committee's decision in writing, and if academic amnesty is granted, the College Registrar will be notified of the decision for processing.

## 6.3 Conditions

- The grades for which amnesty is granted will be removed from the GPA calculation but will remain on the student's official transcript with a notation indicating amnesty.
- The student's cumulative GPA will be recalculated without the grades for the specific semester(s) granted amnesty.
- Academic amnesty can only be granted once during the student's academic journey at the home College.
- Courses for which amnesty is granted will not count toward the fulfillment of degree requirements, and the student may need to retake any courses that are essential for their major or academic progression.

- Any financial aid or scholarship considerations based on GPA may be affected by academic amnesty. Students are advised to consult with the Financial Aid Office for guidance.
- The decision of the committee regarding academic amnesty is final and cannot be appealed.

## **7. Academic Renewal**

### **7.1. Eligibility**

- Student stopped out with a cumulative GPA of less than 2.0, or was suspended, or was academically disqualified
- Student has not attended the State College for at least six consecutive terms (e.g. spring, summer fall, spring, summer, fall)

### **7.2. Application Process**

- Student must submit a petition for academic renewal, procedures to be established by the College VPAA or their established designee.

### **7.3. Conditions**

- Student can be granted academic renewal only once
- Student's academic transcript will denote "ACADEMIC RENEWAL APPROVED" with the date
- All coursework completed prior to the renewal data will remain visible on the student's academic transcript
- Grades in all courses completed prior to the renewal date will not be used in the calculation of the GPA. Credits from previously completed courses with an earned grade of C- or higher are eligible to count toward degree completion.
- Students granted academic renewal are assigned Good Standing for the initial semester; standing assignments for the second and subsequent semesters of attendance will be determined based upon the College's academic standings policy.
- Students granted academic renewal will be required to complete at least 30 credit hours after readmission before they are eligible for a baccalaureate degree, even if all other degree requirements have been met.
- Students granted academic renewal will be required to complete at least 9 credit hours after readmission before they are eligible for a graduate degree, even if all other degree requirements have been met.
- Academic renewal only applies to the home College; other Colleges may or may not accept the action of academic renewal.

**FORMS/APPENDICES:**

None

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**SOURCE:**

**Policy Adopted:** April 2024 – Effective July 1, 2024