

Official Transcripts Policy for Non-Faculty Staff

I. PURPOSE AND SCOPE

This policy sets forth the requirements for verifying official transcripts for non-faculty staff in positions which require a degree.

II. POLICY

Non-faculty staff hired into positions which require a degree must submit official transcripts to the Human Resources office. In addition, non-faculty staff who are teaching as the instructor of record must also comply with the [Instructional Personnel Credentialing Policy](#).

III. PROCEDURES

- A. Transcripts, official or unofficial, or other required credentials may be requested during the application process.
- B. Employees with degrees from countries other than the United States (U.S.) must have an academic equivalency evaluation for all transcripts and copies of diplomas stating the foreign degree(s) is equivalent to a U.S. degree required for the position.
 1. If requested, the foreign transcript must be translated if it is in a language other than English.
 2. The academic equivalency evaluation must be processed by an agency that is certified by the National Association of Credential Evaluation Services (NACES) to determine the U.S. equivalency.
- C. Official transcripts must be on file with the Human Resources office by the end of 60 calendar days from the initial date of employment with Mercer University. If not, that individual may not be eligible for continued employment until such time as this requirement is met.
- D. Employees must provide official transcripts from the institution(s) in which the employee received their highest-level degree, but are encouraged to submit official transcripts from each degree granting institution.
- E. Staff who complete any degree during the course of their employment are encouraged to submit official transcripts for that degree to Human Resources.
- F. Electronic transcripts sent directly from an institution or reputable third party to Human Resources through a secure download will be maintained electronically in the Human Resources office.