

# P-008 OFFICIAL TRANSCRIPT REQUIREMENT FOR EMPLOYMENT

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## General Information

For all positions that require the completion of a college or university degree, the employee or prospective employee must provide an official transcript from the institution that granted the degree to be kept on file in the Office of Human Resources. The transcript will be used to confirm that the degree was conferred.

## Policy

The Primary Recruiter will make an effort to ensure all applicants are aware of this requirement.

The individual chosen to be hired must provide an official transcript prior to commencing employment.

In rare cases, the Campus Human Resources Officer or designee will review extenuating and unusual circumstances and modify timelines as appropriate.

Individuals who earn an additional degree once employed by SMSU are responsible for providing the Office of Human Resources with an official transcript to be kept on file.

In the case that an individual is rehired and Human Resources confirms there is an official transcript on file, the individual is not required to provide an additional transcript.

## Policy History

**Date of Adoption:** February 1998

**Date of Revision:** October 30, 2024

### Date and Subject of Amendments

10/30/2024 – Clarified language to reflect HR practices and subsequent earned degrees