



TRANSCRIPTS AND FOREIGN CREDENTIAL EVALUATIONS

FACULTY AND POSTDOCTORAL SCHOLARS

Official Transcripts

A transcript documents a student's permanent academic record, serving as an inventory of all courses taken, grades earned, and honors and degrees conferred throughout a course of study. In order to be considered official, a transcript must be delivered to the UCF hiring unit in a sealed envelope (alternatively, see the section below on electronic transcripts). The transcript is then certified as having been received under these conditions.

To certify a transcript as official, the UCF faculty or staff member who received the transcript must mark the transcript with an "official transcript" stamp (see figure 1 below) and sign and date in the fields provided to reflect the date on which the transcript was opened.



Fig. 1. Official transcript stamp, available from Academic Program Quality upon request.

Temporary Substitutes

If a final transcript is not available at the time of hire, a letter from the issuing institution may serve as a temporary substitute provided that all degree requirements have been successfully completed.

Such a letter must be issued by an appropriate official (e.g., department chair, registrar) at the institution where the faculty member was enrolled and must include the following information:

- confirmation of the successful completion of all degree requirements, including a successful defense of the thesis or dissertation, as applicable;
- the kind of credential to be awarded (e.g., PhD, MS);
- the name of the program, major, or concentration; and
- the date on which the degree will be conferred.

A final official transcript must be obtained as soon as it becomes available and forwarded to Academic Program Quality upon receipt. Please note that this provision does not apply to credentials earned at institutions outside the United States.

UCF Transcripts for Accreditation and Compliance Purposes

UCF faculty members and postdoctoral scholars who are required to supply their UCF transcript in order to satisfy accreditation and compliance requirements may request an original transcript at no cost through their college dean's office.

Requests for UCF transcripts may come only from authorized college personnel. To confirm your college's designated point of contact, please contact Brett Morrison (Brett.Morrison@ucf.edu) in Academic Program Quality. Requests must bear the subject line "Faculty Member/Postdoctoral Scholar Transcript Request" and must include the following information about the faculty member or postdoctoral scholar:

- name
- hire date
- Empl ID
- title
- hiring unit
- name of the person picking up the transcript

The Registrar's Office will alert the designated college contact when requested transcripts are ready for pickup. Requests typically require two business days to process but may take up to seven business days during busy periods such as registration and commencement.

Please note that transcripts may be picked up by the person designated in the request and that person only; this person will need to provide a valid ID at pickup. A faculty member or postdoctoral scholar may pick up his or her own transcript and deliver it in a sealed envelope to the hiring unit but may not pick up a transcript for any other faculty member. Due to FERPA restrictions, student assistants may not pick up transcripts.

Transcript Archives

Original transcripts printed on parchment for inclusion in faculty members' and postdoctoral scholars' hiring files may be scanned and archived electronically at the hiring unit or college's discretion. Electronic archives must be maintained using a secure local drive to which only appropriate personnel in the hiring unit or college have access.

Academic Program Quality maintains its own university-wide electronic archive of transcripts and foreign credential evaluations for all faculty members and postdoctoral scholars.

When scanning an original paper transcript, whether to be archived or to be submitted with the faculty member's teaching certification, be sure to include the institution-specific transcript key (usually printed on the back of the transcript) in addition to the faculty member's academic record. High-resolution scans in full color are strongly preferred.

Electronic Transcripts

Electronic transcripts must be sent directly from the issuing institution to appropriate UCF personnel in the hiring unit or college. To access and download an electronic transcript, the recipient must typically log in to a secure site using a time-sensitive username and password supplied by the issuing institution. An electronic transcript sent directly to the faculty member will not be considered official, even if the file has embedded security features. In order to be considered official, an electronic transcript must be

accompanied by a letter of authenticity, cover sheet, or similar documentation clearly demonstrating that these criteria have been satisfied (see figure 2 below).

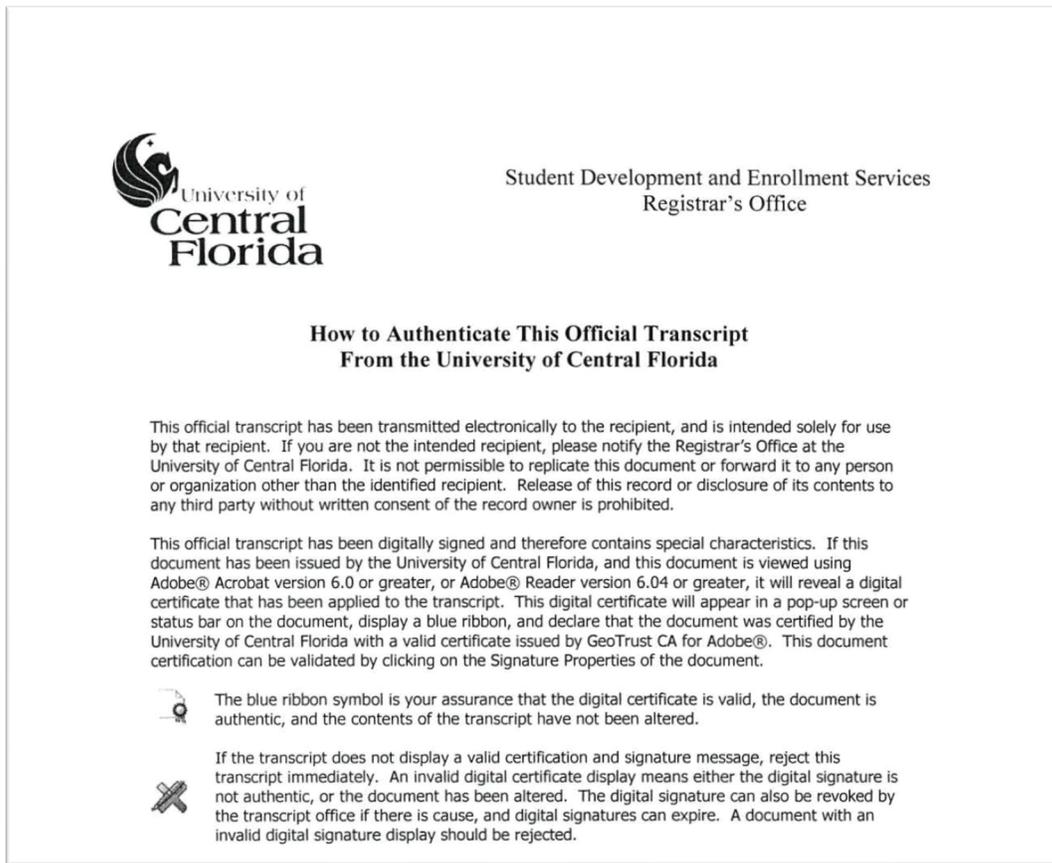


Fig. 2. Sample statement of authenticity included with an electronic transcript.

Foreign Credentials

The university requires all faculty members, including adjuncts and postdoctoral scholars, who earned their degree at an institution outside the United States to have the foreign credential evaluated for U.S. equivalency by a service provider acceptable to the university.

The university accepts such evaluations from two agencies: Josef Silny and Associates (JS&A) and World Education Services (WES). Contact information for each credential evaluation service may be found here: <http://apq.ucf.edu/fq/fqdegree/>.

The evaluation agency will conclude whether the faculty member's degree is comparable to one earned at an accredited institution in the United States. The hiring unit may decide whether to pay for the evaluation or to have the faculty member pay for the evaluation.

For faculty members who will serve as instructor of record for credit-bearing courses at the university, any additional foreign credentials and coursework that qualify them to serve in such a capacity also require evaluation for U.S. equivalency. Course-by-course (as opposed to document-by-document) evaluations should be requested, as appropriate, to ensure that sufficient information is available for affirming their eligibility to teach in their respective disciplines.

A copy of the evaluation must be sent from the approved evaluation agency directly to the hiring unit or college. It should then be certified as having been received in this capacity, according to the procedure for transcripts outlined above, and included in the faculty member's hiring file.

Accredited Institutions

UCF faculty members and postdoctoral scholars must hold degrees from accredited institutions. For faculty members and postdoctoral scholars with degrees earned in the United States, the degree-granting institution must be accredited by an agency recognized by the [U.S. Department of Education](#) or the [Council for Higher Education Accreditation](#). For faculty members and postdoctoral scholars with degrees earned outside the United States, the credential documentation must be reviewed by one of the university's approved credential evaluation services, and the report provided must demonstrate that the degree is equivalent to a degree earned at an accredited institution in the United States. The threshold for equivalency is established by the respective evaluation agencies and is based on knowledge of country-specific educational systems and quality assurance standards.