

Subject: SAT/ACT Scores and High School Transcripts

1. Purpose	1
2. Policy	1
3. Responsibilities.....	2
4. Procedures	2
4.1. College Identification Codes & Transcripts Submission	2
4.2. Receipt of SAT/ACT Scores or High School Transcripts.....	2
4.2.1. Receipt from “Applied for Admission” Prospective Students.....	3
4.2.2. Receipt from “Not Applied for Admission” Prospective Students	3
4.2.3. Filing and Discarding SAT/ACT Scores or High School Transcripts	3
5. Definitions.....	4
6. References	4
7. Review Periodicity and Responsibility	4
8. Effective Date and Approval	5
9. Review and Revision History	5
<u>Appendix A: Letter for High School Transcripts Received from Non-Applicants</u>	
<u>Appendix B: Letter for SAT/ACT Scores Received from Non-Applicants</u>	

1. Purpose

The purpose of this policy is to provide guidelines for processing Scholastic Achievement Tests (SAT)/American College Test (ACT) and high school transcripts received by the college for general admission. (Dual Enrollment students may use Preliminary Scholastic Achievement Test (PSAT) and Standards of Learning (SOL) scores for admission to demonstrate college readiness.)

2. Policy

TCC shall provide appropriate guidelines for the receipt and processing of SAT/ACT scores and high school transcripts. These guidelines shall comply with the [Family Educational Rights and Privacy Act](#) (FERPA) (20 U.S.C. § 1232 (g); 34 CFR Part 99), a federal regulation that protects the privacy of student education records, and the [Government Data Collection and Dissemination Practices Act](#) (Code of Virginia § 2.2-3800, et seq, as amended).

3. Responsibilities

The Vice President for Student Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable regulations, policies, and procedures of the Virginia Community College System, as well as the laws and regulations of the Commonwealth of Virginia.

4. Procedures

The following receipt and processing procedures will be followed.

4.1. College Identification Codes & Transcripts Submission

The college shall establish a single code with external agencies that identifies the college as a single entity, whenever possible. This shall include, but is not limited to the establishment of a single CEEB code with The College Board/SAT and ACT.

Additionally, the college shall request and communicate to all individuals and external agencies, including high schools and institutions of higher education that SAT/ACT scores and high school transcripts shall be submitted to the college's Information Center as follows:.

Tidewater Community College
Attn: Information Center
121 College Place
Norfolk, VA, 23510

4.2. Receipt of SAT/ACT Scores or High School Transcripts

High school transcripts and SAT/ACT scores are not required for admission to Tidewater Community College. Students interested in attending TCC will occasionally have their SAT/ACT scores and/or high school transcripts sent to TCC as may be the process for admission to other higher educational institutions. Prospective students may also send the scores and/or high school transcripts to be placed in appropriate level courses.

When SAT/ACT scores or high school transcripts are received at a campus location, the documents shall be sent via campus mail to the Information Center within 48 hours of receipt.

Upon receipt of the SAT/ACT test scores or high school transcripts, the Information Center staff shall verify the application status of the prospective students through the Student Information System (SIS). Below are steps that shall be taken by Information Center staff in processing SAT/ACT test scores and high school transcripts based on whether the prospective student has applied for admission.

4.2.1. Receipt from “Applied for Admission” Prospective Students

- Once the prospective student’s application status has been verified as “applied for admission,” staff will write the SIS ID number on the transcript or SAT/ACT score report.
- Scores from the SAT/ACT report will be entered into the prospective student’s SIS record. Additionally, high school transcripts will be reviewed to determine if SAT/ACT scores are provided. If SAT/ACT scores are listed on the high school transcripts, they will be entered in SIS.
- The SAT/ACT score report and/or high school transcript will be scanned into ImageNow to become part of the student’s SIS record.
- Once the SAT/ACT score reports or high school transcripts are scanned into ImageNow, the paper documents will be destroyed in accordance with college practices.

4.2.2. Receipt from “Not Applied for Admission” Prospective Students

- Once the prospective student’s application status has been verified as “not applied for admission,” the prospective student’s contact information will be entered into the Prospect Tracking System and the material code for SAT/ACT scores or the high school transcript will be selected by Information Center staff.
- After the prospective student’s information is entered into the Prospect Tracking System, the SAT/ACT scores or high school transcripts will be scanned into the ImageNow system.
- Once the SAT/ACT scores or high school transcripts are scanned into ImageNow, the paper documents will be destroyed in accordance with college practices.
- A letter will be generated from the Prospect Tracking System (Appendix A or B) notifying the prospective student the college has received his/her SAT/ACT scores or high school transcript and encouraging the prospective student to submit an electronic application for admission.

4.2.3. Filing and Discarding SAT/ACT Scores or High School Transcripts

- SAT/ACT scores and high school transcripts received by the college for individuals who do not complete an application for admission will be kept on file within ImageNow for two academic years and will be destroyed in accordance with the relevant Library of Virginia retention schedules.
- On a monthly basis, Information Center staff will check the application for admission status of individuals whose SAT/ACT scores or high school transcripts have been received and entered into the Prospect

Tracking System. If the Information Center staff is able to verify that the individual has submitted an application for admission, then his/her test scores shall be entered into SIS as outlined in section 4.2.1 of this policy and the high school transcript and/or SAT/ACT score report shall be attached to the individual's file in ImageNow.

- If the monthly review of the Prospect Tracking System by the Information Center staff determines an individual has not applied for admission, the prospective student's test scores will remain in the ImageNow for two years from the time of initial receipt of information.

5. Definitions

ACT: The American College Testing (ACT®) is a standardized college readiness assessment for college admission.

CEEB Codes: College Entrance Examination Board (CEEB) are codes used by The College Board to identify institutions of higher learning.

High School Transcript: A certified statement of a student's academic record from the high school.

PSAT: Preliminary Scholastic Achievement Test (PSAT) is a standardized test which helps students prepare for the SAT, find Advanced Placement courses, and connect to colleges and scholarships. Tidewater Community College reviews PSAT scores in decision making for appropriate course placement. This pertains to prospective dual enrollment students only.

SAT: Scholastic Achievement Test (SAT) is a standardized college admissions test sponsored by the College Entrance Examination Board. Tidewater Community College reviews SAT scores in decision making for appropriate course placement.

SOL: Standards of Learning is a standardized test used by the public school system in the Commonwealth of Virginia. It sets forth learning and achievement expectations for core subjects for grades K-12 in Virginia's public schools. Tidewater Community College reviews SOL test scores in decision making for appropriate course placement. This pertains to prospective dual enrollment students only.

6. References

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Government Data Collection and Dissemination Practices Act](#)

7. Review Periodicity and Responsibility

The Vice President for Student Affairs shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on February 5, 2015.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

Charles W. Lepper, Ph.D.
Vice President for Student Affairs

9. Review and Revision History

This is the first version of this policy.

APPENDIX A
TIDEWATER COMMUNITY COLLEGE
LETTER FOR HIGH SCHOOL TRANSCRIPTS RECEIVED FROM NON-APPLICANTS

Current Date

Prefix First Name Last Name
Address Line 1
Address Line 2
City State Zip

Dear [Name]:

Thank you for submitting your high school transcript to Tidewater Community College. We are delighted to learn that you are considering TCC for your college education.

While submitting your transcript is the first step to becoming a TCC student, you must still complete an application for admission. It's free to apply to TCC, and it's easy using our online form. Find it at www.tcc.edu.

After you apply, you'll receive more information about TCC and why it's the smart choice for many college-bound students like you. For example, did you know:

- TCC's tuition is less than half that of a four-year school in Virginia?
- 3 of 5 TCC graduates have no student debt?
- Qualifying graduates enjoy guaranteed admission to Virginia's four-year public colleges and universities and many private schools? Plus, there are transfer grants to help ease your transition.

Because our outstanding faculty are focused on student learning and success, a TCC education is a quality education.

I encourage you to apply as soon as possible to ensure that your high school transcript is recorded in your student file. Should you have any questions about the college and our programs, or need help with the online application, please call 757-822-1122 or email info@tcc.edu.

It will be an honor to welcome you to the TCC family!

Best wishes,



Charles W. Lepper, Ph.D.

Vice President for Student Affairs

APPENDIX B
TIDEWATER COMMUNITY COLLEGE
LETTER FOR SAT/ACT SCORES RECEIVED FROM NON-APPLICANTS

Current Date

Prefix First Name Last Name

Address Line 1

Address Line 2

City State Zip

Dear [Name]:

Thank you for submitting your SAT/ACT scores to Tidewater Community College. We are delighted to learn that you are considering TCC for your college education.

While submitting your SAT/ACT scores is the first step to becoming a TCC student, you must still complete an application for admission. It's free to apply to TCC, and it's easy using our online form. Find it at www.tcc.edu.

After you apply, you'll receive more information about TCC and why it's the smart choice for many college-bound students like you. For example, did you know:

- TCC's tuition is less than half that of a four-year school in Virginia?
- 3 of 5 TCC graduates have no student debt?
- Qualifying graduates enjoy guaranteed admission to Virginia's four-year public colleges and universities and many private schools? Plus, there are transfer grants to help ease your transition.

Because our outstanding faculty are focused on student learning and success, a TCC education is a quality education.

I encourage you to apply as soon as possible to ensure that your scores are recorded in your student file. Should you have any questions about the college and our programs, or need help with the online application, please call 757-822-1122 or email info@tcc.edu.

It will be an honor to welcome you to the TCC family!

Best wishes,



Charles W. Lepper, Ph.D.

Vice President for Student Affairs