# REQUIREMENT OF OFFICIAL COPY OF TRANSCRIPT

A person selected for a position which requires a professional degree (bachelor's, master's, doctorate) is required to supply the Human Resources Office with an official copy of his/her appropriate graduate transcript within one month after the start of employment.

Failure of a candidate to comply with this policy or misrepresentation by the candidate when such transcript is received will automatically result in repudiation of any offers of employment or termination of employment. Unofficial copies of transcripts, forwarded directly by the candidate, are not acceptable for the purposes of this policy.