

REQUIREMENT FOR RECEIPT OF OFFICIAL COPY OF TRANSCRIPT  
PRIOR TO ISSUANCE OF CONTRACT FOR EMPLOYMENT

A person selected for a position which requires a professional degree (bachelor's, master's, doctorate) is required to supply the AC Personnel Office with an official copy of his/her appropriate graduate transcript prior to issuance of an official letter of employment and contract with Allegany College.

Upon telephone notification of selection for a professional position and acceptance of terms by the candidate and by the appropriate Dean/Vice-President/President, the candidate will be directed to have his/her former graduate institution/college forward directly to the AC Personnel Office an official transcript of the highest degree earned.

The President of the College will follow-up the telephone contact with a conditional letter of appointment. This correspondence will state that a formal offer of employment, along with the appropriate professional contract, will be sent to the person upon receipt of his transcript.\*

This procedure will be followed in all cases in which the advertised position lists any professional degree as required or preferred. As an example, if the advertisement indicates: "Master's degree required, Doctorate preferred" and the candidate cited a doctorate in his/her resume, the person making telephone contact would direct the candidate to have this institution forward to AC an official copy of this doctoral program of study and verification of receipt of the doctorate.

Failure of a candidate to comply with this policy or misrepresentation by the candidate when such transcript is received will automatically result in the denial of an official letter of employment and contract with Allegany College. Unofficial copies of transcripts, forwarded directly by the candidate, are not acceptable for the purposes of degree verification.

\*Within one month after the start of employment, the College must receive all professional degree transcripts for the staff member's personnel file. At the time communication is made to the selected candidate, he/she should then contact all of his/her undergraduate and graduate institutions and request official copies of his/her transcripts be forwarded to Allegany College's Personnel Office.