

Submission of Final High School Transcript

Marywood University adopts the following procedures for submitting final high school transcript as required by the Department of Education.

Provide to the Admissions Office before classes begin for the semester of admission one of the following documents that indicates your high school completion status:

- An official, final high school transcript from an approved accredited high school or program. The transcript requires an official signature and/or embossed school seal along with the official date of graduation and four years of completed courses (9th through 12th grade). If not received, a hold will be placed on the student's record, affecting the ability to schedule classes for subsequent semesters.
- A state certificate and/or transcript evidence of passing a state-authorized examination which the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other state-authorized examination).

Homeschooled Students provide the following documents:

- A graduation certificate or evaluated transcript from a state-approved agency or official.
- If applicants have taken classes outside the home, these courses must be clearly labeled on a transcript. If the outside organization provides a transcript (for example, a virtual high school or community college), that organization must officially submit the transcripts to Marywood. Marywood is unable to accept copies of transcripts which parents, guardians, or students provide.

For homeschooled students who are residents of Pennsylvania, the documentation can be provided through one of three ways:

- From a diploma-granting organization authorized by the Pennsylvania Department of Education
- A letter from the local school district administrator confirming the student has met the local school district's requirements for graduation. The transcript must include the local school district administrator's signature and the student's graduation date.
- A standardized diploma form which the Pennsylvania Department of Education created and which the student's twelfth-grade third-party evaluator signed and/or transcripts which the homeschooled student's supervisor created.

These transcripts must include a graduation date and the original signatures of the supervisor and the twelfth-grade third-party evaluator.

Third-party evaluators must meet standards as outlined by Pennsylvania Act 169 of 2014.

It is the admitted student's responsibility to provide the twelfth-grade third-party evaluator's credentials.

For homeschooled students residing in a state other than Pennsylvania:

- Marywood's Admissions Office will evaluate on a case-by-case basis because of the differences in legislation from state to state. The Director of Admissions will determine if the provided documentation satisfies the standard of proof of eligibility needed to satisfy this requirement.

- Upon graduation, if an official transcript from a state homeschool association or sponsoring public high school is not available, homeschool applicants must submit one of the following documents:
 - GED exam results or HiSET, TSC, or NDEP exam results (if approved by your state of residence as proof of high school graduation).
 - A college transcript showing the completion of thirty (30) or more college credits at the time of enrollment.
 - If under state law completion of a secondary school education in a homeschool setting does not require a homeschooled student to obtain a secondary school completion credential, you may submit a transcript which your primary instructor signs that lists the secondary courses you completed and provides your graduation date. This transcript must document the successful completion of a secondary school education in a homeschool setting.

For International Students:

If you completed secondary education in a foreign country, please provide a final high school transcript, a copy of the "secondary school leaving certificate" or another similar document. Academic records must be original official records, with a seal and the signature in ink of an authorized official of the institution or examining board issuing the records, or an exact copy which has been certified by the authorized institutional official or the examining board. The seal and signature must appear as original. Marywood University requires copies of both the front and back of all academic documents. Documents in a language other than English must be accompanied by official English translations.

Checking the validity of a high school diploma

If Marywood University has reason to believe that a student's high school diploma is not valid or was not obtained from an entity that provides secondary school education, we will follow the procedures outlined below to validate a student's high school completion:

1. Check with the high school to confirm the validity of the student's diploma; and
2. Confirm with the relevant and appropriate department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

To be considered official, a high school transcript must be sent directly to Marywood University

Official Documentation may be submitted in the following ways:

Submit by Mail to:

Marywood University
Office of Admissions
2300 Adams Avenue
Scranton, PA 18509

Submit in Person: Students may also deliver a transcript in an envelope sealed by their high school to the Admissions Office.

Submit Electronically: Transcripts can be sent through Parchment, the National Student Clearinghouse, or the Common Application. If your school requires an email address to send a transcript electronically, please use yourfuture@marywood.edu.

Effective October 1, 2024