

# College Transcripts

## **For STARS Credit:**

When submitting college transcripts for STARS credit please keep the following requirements in mind:

- Courses for STARS credit must focus on the care and education of children from birth through age eight or be focused on the functions of operating and managing a child care business. Courses in early childhood education, some elementary education courses and some business, management and leadership classes may qualify for credit. A few other education courses, such as a certain special education course may also qualify for credit.
- Courses must be offered at a regionally accredited institution of higher education.
  - Please note that if you attend an on-line institution be sure to determine that the institution is regionally accredited. Courses from institutions not regionally accredited will not be accepted for STARS credit.
  - If the college you attend does not provide a readily accessible on-line catalog of courses, you may be required to provide a course catalog before your courses can be entered for credit.
- Transcripts may be an original transcript or a copy of a student issued transcript or a copy of a student grade report.
- All transcripts and grade reports must display **as part of the document:**
  - Institution's name
  - Student name
  - Course number
  - Course name
  - Credits received
  - Term (the semester in which the course was taken, i.e. Spring 08)
  - Grade (a C or better grade is required for credit) Pass/Fail courses are not accepted.
  - All credit is entered on a semester basis, quarter grades will be converted.

*We do have several cautions for you about your transcripts and grade reports.*

- Do not write on your document. Doing so can make it appear that your transcript was tampered with.
- If you download your transcript from your college's website make sure the college name and the information listed above is displayed on the copy you download.
- Documents that are missing information will be rejected.
- A class evaluation form is not required for college courses.

If you have questions, call 1.800.400.3999 or 1.307.772.9099

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