

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### Official Transcripts for Full-time and Part-time Faculty

Administrative policy approved August 7, 2023. Effective immediately.

Revision history: Technical edits made in August 2025.

Related policies: None

Scheduled Review Date: August 2026 (Office of the President and Dean)

#### A. Purpose

This policy documents the uniform procedures regarding the requirement for Southwestern Law School to maintain official transcripts on file for all faculty, whether full-time or part-time, regardless of when they were hired or how long they have been teaching. This documentation is crucial for Southwestern to demonstrate faculty qualifications to maintain approval by the California Bureau for Private Postsecondary Education and to verify credentials.

#### B. Degrees for Which a Transcript Is Required

Southwestern must receive and maintain official transcripts for all degrees necessary to document credentials for teaching credit-bearing courses. In most cases, this means collecting transcripts for the highest degree obtained. If a faculty member's highest degree is not in their teaching discipline, transcripts for other degrees related to the course(s) taught will also be required.

Degrees that require an original transcript include:

- All terminal degrees held (i.e., Ph.D., J.D., LL.B., etc.) **and**
- Any master's degree or other degree related to the course(s) the faculty member teaches (i.e., LL.M.).

#### C. Official Transcript Definition and Requirements

An official transcript is one sent directly to Southwestern from the school where

the faculty member has completed a degree(s). Generally, an official transcript is sent in a sealed envelope from the issuing institution, is printed on the institution's official transcript paper, and bears the institution's seal and signature from the registrar or authorized individual designated by the institution.

Each document must be an original or a copy issued and certified by the degree-granting institution. It must be a comprehensive record of all studies completed, detailing courses studied and the grades or marks received, in the form of a transcript or yearly grade sheets.

Transcripts must include all degree(s)/diploma conferred. **If the degree is not listed on the transcript, a separate degree certificate must indicate the type of degree awarded and the date of award.**

Blocking out social security numbers by computer generation through verification providers is acceptable, but manually altered documents by the receiving party are not.

Student copies of transcripts issued by the degree-granting institution directly to the faculty member are not acceptable.

**Electronic transcripts** are acceptable if they are received directly from the degree-granting institution or through a third party authorized to broker such transactions, and that takes the responsibility for verifying the identities of both the issuing institution and the receiving institution. A record of the transaction must be kept in the faculty file to prove that the transcript was received directly from the issuing institution or through a third party. Electronic transcripts should be sent directly to [academicadmin@swlaw.edu](mailto:academicadmin@swlaw.edu).

#### **D. Responsibilities**

**Faculty members** are responsible for obtaining their original, official transcripts, related translations.

**Academic Administration staff** may assist with transcript requests and documentation, but faculty members must provide all information for the staff member to help submit the request.

The **Academic Administration Office** is responsible for ensuring that each faculty member currently teaching has submitted the necessary transcripts.

**The Office of the President and Dean** is responsible for maintaining the official transcripts and related materials, and typically will request that newly hired full-time faculty submit official transcripts.

## **E. Obtaining Official Transcripts: Action by Faculty Members**

Each faculty member should research their alma mater's transcript request procedure and execute the request for an official transcript to be sent to the following address:

Southwestern Law School  
Attn: Assistant Dean for Academic Administration  
3050 Wilshire Blvd.  
Los Angeles, CA 90010  
(213) 738-6700  
[academicadmin@swlaw.edu](mailto:academicadmin@swlaw.edu)

Faculty members are responsible for the cost of obtaining official transcripts.

Southwestern will reimburse faculty who must pay for translation and foreign degree equivalency certification fees. (See Section F.) Requests for reimbursement with original receipts must be submitted within 60 days of the expense being paid or incurred, whichever occurs first. Any reimbursements after 60 days will be considered taxable reimbursements (IRC § 62(c)) to the faculty member.

## **F. International Transcripts from Institutions Outside the U.S.**

- 1. Translation:** Official transcripts in a language other than English must be translated into English. The English translation must be prepared by the degree-granting institution or a professional translation service. It must be a word-for-word translation of the original language document. Abstract or summary translation documents are not acceptable. Faculty members are not permitted to translate their own transcripts. Official translation service resources are available on the [American Translation Association](#) website.
- 2. Foreign Degree Equivalency Certification:** For faculty members who obtained their terminal degrees outside of the U.S., an official evaluation of their international academic credentials must be provided by a credential evaluation agency approved by the [National Association of Credential Evaluation Services](#) (NACES).
- 3. Faculty members are not required to travel internationally to request a transcript in person at universities outside of the U.S.** However, faculty members should thoroughly document all attempts to obtain transcripts, i.e., written log of phone calls, emails, copies of mailed forms, and postal tracking information.

## **G. Exceptions for Official Transcripts**

- 1. Attempts to Obtain an Official Transcript:** All attempts to obtain faculty transcripts must be documented to the fullest extent possible. Documentation of the date, method, and result of each attempt by the faculty member (or on the faculty member's behalf) to obtain an official transcript should be recorded. This information will be helpful if attempts to obtain the transcript are unsuccessful.
- 2. Extenuating Circumstances:** An exception for extenuating circumstances is available if the degree-granting institution a) is closed, no longer exists, or no longer has records and documentation confirming this circumstance has been provided; or b) does not customarily issue official transcripts and documentation confirming this circumstance has been provided. The Office of the President and Dean will advise the faculty member in these situations.

## **H. Timeline**

Generally, official transcripts should be received before a faculty member's official start date. Faculty candidates are advised in their offer letter to submit an official transcript(s) before that date.

Occasionally, extenuating circumstances preclude receipt of transcripts by the faculty member's date of hire. In these instances, the first attempt to request official transcript(s) should be made and documented within at least 30 days of the faculty member's initial hire date.

## **I. Transcript Receipt Status**

The Academic Administration Office will notify a faculty member when the Academic Administration Office receives a transcript from their degree-granting institution.

## **J. Support**

For questions about this policy, please contact the Academic Administration Office ([academicadmin@swlaw.edu](mailto:academicadmin@swlaw.edu)) or the Office of the President and Dean ([lawdean@swlaw.edu](mailto:lawdean@swlaw.edu)).

## **K. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.