



COMTA Transcript Policy

This policy supports and extends COMTA Accreditation Standard VII(B).

STATEMENT OF PURPOSE: *Institutions and programs should monitor and maintain records of students' progress throughout the program. Students should be informed of expected performance standards and receive regular reports of their progress in the program. Further, due to the essential role transcripts play in industry licensing requirements, transcript authenticity is critical and should be protected. Additional standards regarding student records are included in the Standards for Institutional Accreditation.*

STANDARD VII(B): Transcript Verification and Authentication

Institutions and programs develop, publish, and consistently follow policies for student transcripts that conform to all applicable laws and regulations.

1. Transcripts are released only in response to student or graduate request.
2. Institutions use appropriate measures to ensure transcript authenticity (e.g., watermark paper, embossed seal).
3. All transcript information is accurate and verifiable via other student records.
4. Transcripts are maintained securely, backed up regularly, and kept on file by the school indefinitely.

Background:

As the specialized accrediting body for massage/bodywork and esthetics/skin care, COMTA is uniquely positioned to combat fraudulent transcripts in each respective field, often used for the purpose of securing licenses in the fields illegitimately. To protect our schools, graduates and the profession, the Commission takes additional precautions in the review and verification of transcripts from COMTA-accredited schools/programs.

1. The transcript must include, at a minimum, the program of study; the date of program entry; the date of graduation, termination or withdrawal; course names, clock hours and grades earned; and the credential conferred.
2. If any of the aforementioned items are not included in the institution's official transcript, the school/program must demonstrate to the Commission how these items are published and how these documents comply with the Standard VII(B).

For example, since clock hours are required for state licensure, if the official institutional transcripts only includes credits, the Commission will require submission of all documentation graduates submit to licensure boards which demonstrate clock hour completion. These supplementary documents will be accepted as long as they meet the security and authenticity requirements of Standard VII(B).