

College of DuPage Athletics

Transcript Submission Guidelines to the Office of Student Records

In addition to the documents that must be submitted to the Athletics Department prior to your consideration for eligibility (Affidavit, Physical, Code of Conduct, etc.), all official high school and college transcripts must be submitted to the Office of Student Records by the specified transcript deadline for each sport. High school and college transcripts may not be submitted to your Coach or to the Athletics Department. **Failure to have all documents submitted by the specified deadline will result in your ineligibility for upcoming competitions.**

Methods of Delivery of Official High School and Official College Transcripts:

A transcript is official if it is submitted directly to the Office of Student Records in one of the following ways. Please note, all high school transcripts must have a graduation date and all paper high school transcripts must have an administrative signature. Please plan ahead as transcript processing can take several business days.

- Sent electronically from the issuing institution (or their designated service provider) to evaluation@cod.edu. *Note: Transcripts sent through acceptable service providers (ie. Parchment) are official.
- Mailed directly from the issuing institution to:
College of DuPage
Office of Student Records
425 Fawell Blvd, SRC 2150
Glen Ellyn, IL 60137
- Brought to the Office of Student Records in the original, unopened and sealed envelope in which it was issued. *Note: Hand-delivered college transcripts must have a print date within the past 12 months.

If you completed high school or college outside of the U.S.: Please select an evaluation company from the list at http://cod.edu/registration/records/trans_eval_listing.aspx to perform your transcript evaluation, and request that it be sent to the Office of Student Records. If the transcript is not in English, a translation will be necessary. Some of these companies offer translation services. For international high school transcripts, only a basic or general evaluation is necessary. For international college transcripts, a course-by-course evaluation is necessary. The prices for these services vary by company and by country, so do ask around.

If you earned high school equivalency (ex: GED): Request your official High School Equivalency transcript from your Regional Office of Education:

DuPage ROE
421 N. County Farm Road
Wheaton, IL 60187
Phone: 630-407-5800

Cook County ROE
P.O. Box 408370
Chicago, IL 60640
Phone: 847-328-9795

What is the transcript deadline? It is the date that will be determined for each sport by which all transcripts are due including Official High School Transcript with graduation date and all Official College Transcripts including dual credit. The eligibility certification process is complex and involves several steps which must be completed by various departments at COD in a specific order. Failure to submit all documents by the transcript deadline for your sport will result in a delay in eligibility certification and your inability to participate in the first competition (and consecutive competitions until documents are received and eligibility certification is completed), so please plan ahead as no exceptions will be allowed.

Questions about High School or College Transcripts? Please contact the Office of Student Records at 630-942-2340.