

POLICY FOR EVALUATION OF DEGREE CREDENTIALS FROM NON-U.S. INSTITUTIONS

The Southern Association of Colleges and Schools criteria requirements for faculty academic preparation include verification that the highest earned degree at a non-U.S. institution is comparable to a degree earned at a regionally accredited institution within the United States. The following procedure will enable TCU to obtain the specific required documentation.

1. Before recommending the appointment of any faculty candidate (full-time, part-time or adjunct faculty) whose highest earned degree is from a non-U.S. institution, the academic dean will obtain transcripts or other appropriate credentials from the non-U.S. institution. A contract will not be issued prior to receipt of the degree evaluation.
2. The Dean's Office will use an approved external agency (list of agencies maintained in Provost's Office) to evaluate the authenticity of both the non-U.S. institution and the transcript/credentials.
3. The academic dean will submit the degree certification and transcript, along with the formal recommendation for appointment of the faculty candidate, to the Vice Chancellor for Academic Affairs. The degree certification and transcript will be maintained in the official academic credential file for that faculty member.

The following companies are recommended for the evaluation:

World Education Services

www.wes.org

Educational Credential Evaluators, Inc.

www.ece.org