



State of Tennessee
Department of Commerce and Insurance
Board of Architectural and Engineering Examiners
500 James Robertson Parkway Nashville, TN 37243-1142
800-256-5758 615-741-3221 (Nashville Area) 615-532-9410 (Fax)
<http://www.tn.gov/regboards/ae/>

OFFICIAL TRANSCRIPT WAIVER POLICY

The policy of the Board of Architectural and Engineering Examiners is that official transcripts must be submitted directly from each institution attended in order to ensure the authenticity of the documents. Student-issued transcripts or transcripts provided by an applicant are not generally accepted.

If official transcripts are no longer available or are unattainable (e.g., if the school is destroyed, records cannot be obtained for political reasons, etc.), the Board will consider requests to waive this requirement. In such cases, an applicant must submit an affidavit explaining the circumstances, an original transcript (copies will not be accepted), an original diploma showing the degree(s) conferred, and detailed course descriptions. Original documents will be returned to the applicant following the Board's review, and copies will be retained in the applicant's file. In circumstances in which an evaluation must be performed to determine equivalency, such documents (with the exception of the affidavit referenced above) must be submitted to the entity performing the evaluation for verification.

Waiver requests will be evaluated on a case-by-case basis. The Board will not waive official transcript requirements due to an applicant's financial obligations to a college or university or due to slow response time on the part of the college or university.

Adopted 8/14/13