



Title: Transcripts	Policy No.: ADM 3.09	Date: 11/22/10 Rev: 8/1/12, 8/1/13, 8/1/14, 8/1/15, 8/1/2017
--------------------	----------------------	---

Areas Affected: All Students Page 1 of 2

**POLICY STATEMENT:**

The College maintains a permanent record, the transcript, of a student's academic history of courses that are part of the College curriculum. In accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, transcripts cannot be released without the student's written consent. The College does not fax or email transcripts to individuals or institutions due to FERPA security issues. Transcripts cannot be issued until all financial obligations to the College have been fulfilled.

**DEFINITIONS:**

An official copy of a transcript bears the impression of the College seal and must be signed. Official transcripts are often required when applying to another college or university.

An unofficial copy of a transcript does not bear the College's seal. These are often used for students' personal records.


**PROCEDURE**

Upon written request and fee payment (listed on the College's website and on the Transcript Request form) by a current or former student, official or unofficial transcripts are mailed to individuals or institutions.

At the end of each semester during which a required general education course is taken, the student must arrange to have an official transcript sent to the College's Office of the Registrar. These official grades are due by the end of the add/drop period of the next semester. Failure to provide official transcripts will result in the student being resigned from the College. Should a grade indicate that a student has not met progression requirements, the College reserves the right to remove the student from courses. The refund policy will be applied.

Courses taken prior to admission to the College and accepted for transfer credit appear on the transcript as transfer courses. For general education courses taken while enrolled at the College, the transcript indicates the name of the institution, if the course was taken elsewhere, earned grade, credit hours and quality points. Honor listings on transcripts are calculated based on coursework while enrolled at the College only.

Reference Policy # ADM 5.02

<b>Approved by:</b>  Signature	Dean of Student Services Provost/VP Title	<u>11/16/17</u> <u>11-20-17</u> Date
<b>Approval History:</b> Committees and Dates: Director of Registration & Enrollment – 8/08, 3/12, 2/13/13, 5/30/14, 10/16/14 Policy Committee – 3/19/12, 2/18/13, 5/30/14, 10/20/14, 4/17/2017		

The College accepts electronically sent transcripts provided they are certified by the sending institution's authorized delivery agent. Electronic transcripts are received by the Office of the Registrar. The College has the right to refuse electronic transcripts or may request additional information if there is a question about the authenticity of the document.