

Policy Name: Transcripts  
Policy Number: ADM 3.09  
Title of Policy Owner: Student Services  
Approved by: Executive Council  
Effective Date: 08/15/2021  
Version: 1.0  
Policy Status: Approved

I. Policy

Transcripts

II. Purpose

This policy has been created to establish that Southside College of Health Sciences (SCHS) adheres to the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 in processing transcript orders for students (students' written consent required, and the College will not fax or e-mail transcripts to individuals and institutions). This policy also sets forth the procedures and timelines for students to request transcripts, through Student Clearinghouse, as well as having transcripts delivered to the College, for courses required for entry and remaining in the program.

III. Scope

For all students and alumni of SCHS.

IV. Definitions

**Official Transcript**-A signed copy of a student's transcript. Often required/used when a student applies to another college/university or job.

**Unofficial Transcript**-A copy of student's transcript that does not bear the College's signature. Often used for students' own personal records.

V. Policy Details

The College maintains a permanent electronic 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. Official Transcripts are ordered electronically through Student Clearinghouse. 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.

Student Clearinghouse (<https://www.studentclearinghouse.org>) provides transcript services to our students and alumni. The student/alum makes the request for a transcript, the SCHS Registrar receives the request and will process within 2 to 4 business days.

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 Student Services. These official grades are due prior to the beginning of the next semester. Failure to provide official transcripts will result in the student being withdrawn from the College.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 ADM 5.01 Financial Refunds 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.

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.

## VI. Attachments

None

VII. Related Policies

ADM 3.01 Family Educational Rights and Privacy Act  
ADM 5.01 Tuition Fees and Expenses  
ADM 5.01 Financial Refunds

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	08/1/2021	Revised and new template	Executive Council