

**Policy Name:** Transcripts - SCHS  
**Policy Number:** ADM 3.09  
**Title of Policy Owner:** Dean of Student Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2024  
**Version:** 2.0  
**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 a third-party processor, 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 a 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 a third-party processor . The

College does not fax or email transcripts to individuals or institutions due to FERPA security issues.

A third-party processor provides electronic transcript services to our students and alumni. The student/alum opens an account with the third-party processor and makes the request for a transcript. The SCHS Office of Records and Registration receives the request and will upload the official transcript to the third-party processor site. The transcript is delivered in 2 to 4 business days to the student/alum's requested destination.

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 Records and Registration. These official grades are due by the end of the add/drop period of the next 8-week term (module) or 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 ADM 5.01 Financial 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.

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 Records and Registration. 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 (FERPA)  
ADM 5.01 Financial Refund

#### 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**

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Prepared by</b>
1.0	08/1/2021	Revised and new template	Executive Council
2.0	8/1/2024	Revisions – Policy Language & Definitions	Dean of Student Affairs