



Title: Transcripts	Policy No.: ADM 3.09	Date: 11/22/2010 Rev: 8/1/12, 8/1/13, 8/1/14, 8/1/15, 8/1/2017, 8/1/2019
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Areas Affected: All Students Page 1 of 2

**POLICY STATEMENT:**

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 Parchment. 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 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 signature. These are often used for students’ personal records.

**PROCEDURE**

Parchment (<https://www.parchment.com/>) provides electronic transcript service to our students and alumni. The student/alum opens an account with Parchment and makes the request for a transcript. The Bon Secours College of Nursing Registrar receives the request and will upload the official transcript to the Parchment site. The transcript is delivered in 2 to 4 business days to the student/alum 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 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>	<u>Dean of Student Services</u>	_____
_____	<u>Provost/VP</u>	_____
Signature	Title	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, 4/15/2019		

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.