

Policy Name: Transcripts - SOMI
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: 8/1/2023
Version: 1.0
Policy Status: Approved

I. Policy

Transcripts

II. Purpose

The purpose of this policy is to establish that Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) 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 School will not fax or email transcripts to individuals and institutions). This policy also sets forth the procedures and timelines for students to request transcripts, through Parchment, as well as having transcripts delivered to the School, for courses required for entry into the program.

III. Scope

This policy applies to all SOMI students.

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 School's signature. Often used for students' own personal records.

V. Policy Details

The School maintains a permanent electronic record, the transcripts, of a student's academic history of courses that are part of the School 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 School 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 School have been fulfilled.

Parchment (<https://www.parchment.com/>) provides electronic transcript services to students and alumni. The student/alum opens an account with Parchment and makes the request for a transcript. The Bon Secours St. Mary's Hospital School of Medical Imaging Office of Records and Registration 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's requested destination.

Courses taken prior to admission to the School and accepted for transfer credit appear on the transcript as transfer courses.

The School 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 Records and Registration. The School 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

N/A

VII. Related Policies

ADM 3.01 Family Educational Rights and Privacy Act

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, 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	08/01/2023	Policy Adopted	Dean of Student Affairs