

**Policy No. 2-67****Subject: Official Transcripts**

Last Revised: 05/04/2023

Historical Status: 02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Dean of Student Services and Enrollment Management	Vice President of Instruction and Student Services	VCCS Policy Section 6.2.4

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to retain the academic records of its students and provide official transcripts to students and/or their designee(s) upon request, provided all policy and legal conditions are met.

**II. PERTINENT INFORMATION**

- A. This policy is to provide official documentation of a student's academic record.
- B. A student's official transcript may be withheld under specific circumstances as permitted by law or Virginia Community College System policy.

**III. DEFINITIONS**

- A. Official Transcript: an official document that provides an inventory of courses attempted and grades earned by a student throughout their academic career. This includes all awards, including degrees, certificates, career studies certificates.

**IV. GENERAL GUIDELINES**

- A. The procedure outlined in the Appendix, Section VII, gives guidelines for requesting of official transcripts.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX****VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING**

**DOCUMENTS**

- A. VHCC Policy 1-22 Response to Loss in VHCC Community
- B. VCCS Policy 4.3.1

**VII. OPERATING REQUIREMENTS**

- A. VHCC shall publish instructions to request a transcript on its website, and all requests for official transcripts must be made as directed on the website.
- B. VHCC may collaborate with a third-party service to manage the ordering, processing, and secure delivery of official student transcripts in an electronic or paper format.