

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.