

**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:** 8/1/2024  
**Version:** 2.0  
**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 a third-party processor, 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.

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 SOMI 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.

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 discretion, 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
2.0	3/5/2024	Third-Party Vendor Updates	Dean of Student Affairs