



Approval:

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Policy/Revision Submitted by: Melissa A. Earnest

SUBJECT: Student Records

I. POLICY:

Methodist College is committed to maintaining student records in a confidential manner and making transcripts of student academic records accessible.

II. GENERAL INFORMATION:

Confidentiality of Student Records:

The Office of the Registrar maintains all permanent, official, and final records of students. Only the Registrar can release student records. Student records are maintained in a fire-protected filing cabinet and in electronic computer files. Information is released only upon the written request of the student in accordance with federal laws. Transcripts and other student information will not be released if a student has an outstanding financial or other obligation to Methodist College.

Transcripts:

- A transcript of a student's academic record is kept in electronic files, filed in a permanent record folder, or housed on an archival record medium in the Office of the Registrar.
- Official Transcripts: Official transcripts are documents that are produced by the registrar's office and must be ordered according to the instructions in this policy. Whether issued as secure .pdf documents or printed on blue tamper proof security paper, official transcripts are important to third parties so that they can be assured of authenticity (originating directly from Methodist College) and content accuracy. Official transcripts are issued in portrait format and contain the seal of the university and the signature of the College Registrar.
- Unofficial Transcripts: Unofficial transcripts, also known as grade reports, are available to current students and previously enrolled students who matriculated at the College beginning in 2006 from CAMS. They are a means by which students may review their academic record and are generated in portrait format.
- Transcripts that are being sent directly to another educational institution may be requested by submitting an official request to the Office of the Registrar.
- Transfer Transcripts: For students and applicants who attended previous institutions of higher learning, official transcript must be submitted. Official transcripts are those sent through mail or in person, received in signed, sealed envelopes. They are also those sent via Parchment, eScrip-Safe, or the National Student Clearinghouse directly to Methodist College from the college/university where coursework was attempted. If your school requires an email address to send a transcript electronically, please use registrar@methodistcol.edu.

- Educational records received by Methodist College from other institutions will not be duplicated and distributed. Methodist College is only able to provide official records for coursework completed at this institution.
- Each graduate will receive one official transcript, free of charge, when they receive their diploma.

Requesting A Transcript:

An official transcript should be requested through **Parchment:**

- **Online Requests through Parchment can be completed by accessing this link:** <https://www.methodistcol.edu/transcripts-and-records.aspx>.
- Methodist College (MC) offers official transcripts in electronic and postal mail formats through its partnership with Parchment. Students may select a transcript in either format upon each request.
- Once the College is notified by Parchment of a student's request for an official transcript, MC will review the student's record for accuracy and submit the record to Parchment. Parchment will then deliver the transcript on behalf of the College electronically or through postal mail, as per the student's request.
- Parchment charges a fee of
 - **\$7.50 for each electronic transcript request.**
 - **\$10.00 for each postal-mailed transcript request.**
 - ***Not all institutions accept electronic transcripts. Please be sure to check with the institution before requesting an electronic transcripts.***
 - Overnight service is an option to most students at an additional cost, but may not be available to individuals who have not been enrolled for 10 or more years or for requests received during college closures (e.g., weekends, official college closures/breaks, unanticipated closures due to inclement weather, or the like). See Parchment's website for overnight service details.
- **Parchment should be contacted** for questions concerning the registration or ordering process or for user interface issues. Inquiries concerning a transcript that cannot be released because of a hold should contact the college office that placed the hold.

An official transcript can also be requested in **person:**

- Students who have taken courses at Methodist Medical Center School of Nursing, Methodist College of Nursing and Methodist College may request a transcript by completing the Transcript Request Form.
- A fee of \$10.00 is charged for each official transcript requested.
- Students selecting this option should allow **up to five working days for their request to be processed** (or longer for records that are older than 10 or more years or requests made during peak periods).
- Unofficial transcripts can be obtained through the CAMS Student Portal.

Inspection and Review of Educational Records

- A student wishing to review his/her educational records should make arrangements with the Registrar.
- Students may consent to disclosures of personally identifiable information except to the extent that the law authorizes disclosure without consent.
- If a student feels his/her record is not correct, he/she may request review by the Registrar.