

Title: Transcripts

Policy
No.: APG 2.20

Date: 6/13/08
Rev.: 8/11/08

Areas Affected: All BSMSO Faculty & Students

Page 1 of 2

POLICY STATEMENT:

A transcript is a permanent record of a student's course of study and is retained by the School.

PURPOSE

The School will maintain an accurate record of a student's academic history of nursing and non-nursing classes that are part of the School of Nursing curriculum.

PROCEDURE

To be official, a transcript must have the impression of the School seal and be signed. Upon written request by the student or alumni, official transcripts are sent to other educational institutions or agencies.

Upon graduation or official withdrawal from the program, an unofficial copy of the student's School of Nursing transcript is sent to the student (graduate). The official transcript is retained in the student's record. Upon written request, a student or graduate may obtain additional copies or have a copy sent to another institution.

Transcripts are not issued when a student withdraws unofficially or when a student or graduate has a default in financial obligations to the School or Bon Secours Richmond Health System.

At the end of each semester during which a JSRCC course(s) is taken, the student is required to have an official JSRCC transcript sent to the School of Nursing. To be eligible for graduation, a student must have a complete and current official JSRCC transcript sent to the School of Nursing prior to the date of graduation. If the student completes all required non-nursing courses earlier than scheduled, and if the School of Nursing receives an official transcript of these courses, a second official college transcript will not be required at the time of graduation. Note: The Family Privacy Act of 1974 insures confidentiality of student records and grades. Grades are sent to parents or guardians only upon written consent by the student.

- Please note: If a student enrolls in non-nursing classes at a regionally accredited college other than JSRCC, the student is expected to follow the same procedure to submit an official transcript from that college to the School of Nursing.

Reference Policy # _____

Approved by:

Signature

Title

Date

Approval History:

Committees and Dates:

Director of Registration & Enrollment – 8/08

Faculty Forum –

Faculty Organization -

Key words: Transcripts

Students who enroll in general education classes that are part of the School of Nursing curriculum are required to request that an official transcript be mailed to Registrar, BSMSO, 8550 Magellan Parkway, Richmond, VA 23227. These official grades are due to the Registrar by the start date of each semester for the academic year. Failure to provide official transcripts to the School of Nursing Registrar may result in the student being withdrawn from School of Nursing classes.

ORIGINAL