

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE  
CINCINNATI, OHIO

**POLICY TITLE: TRANSCRIPTS**

Official Transcript - Transcript released to other institutions.

Unofficial Transcript - Transcript released to individuals/students.\*

Transcripts will be released according to the following:

Current Students:

1. Must submit a completed release form or a written request with signature to the Enrollment Management Secretary.
2. Must have no transcript holds.

Alumni and Former Students:

1. Must submit a completed release form or a written request with signature to the Enrollment Management Secretary.
2. Must have no transcript holds.
3. Must have completed an exit interview.
4. Transcript will be mailed to institution.
5. \*An official transcript may also be released to an individual in a sealed envelope with a signature on a label over the sealed part of the envelope.
6. An unofficial transcript is released to an individual and it will be stamped "Issued to Student".

Approved By:      Date: 4/23/08

Effective Date: 4/21/08

Review/Revision Dates: 6/02, 3/03, 6/04, 2/05, 4/08, 06/10

Responsible Committee: Enrollment Management