## 4310 Withholding Student Records



The Registrar's Office oversees student academic records. Students shall be issued an official transcript only when all financial obligations to the College have been satisfied. The College is not permitted to copy and forward transcripts of other institutions. Students must request records from prior institutions. All student records are the property of the College.

Revised and Adopted 01/13/2020

Printed on: 8/15/2025 Page: 1/1