



# Danville Regional

MEDICAL CENTER

*Providing Healthcare Excellence Close to Home*

<b>DEPARTMENT: School of Health Professions</b>	<b>POLICY DESCRIPTION:</b> Academic Transcripts and Diplomas/Certificates
<b>REPLACES POLICY DATED: N/A</b>	<b>APPROVED:</b>
<b>RETIRED:</b>	<b>EFFECTIVE DATE: 08/2009</b>
<b>REFERENCE NUMBER:</b>	

## I. SCOPE

Danville Regional Medical Center School of Health Professions (“School”) maintains academic records of students enrolled in the Nursing and Radiologic Technology Programs; the School releases student academic transcripts upon proper request and procedure or withholds according to specific reasons; the School awards or holds Diplomas or Certificates according to procedure.

## II. PURPOSE

This policy identifies the proper request and procedure for release of Official and Unofficial Transcripts, withholding of transcripts and for awarding or holding Diplomas or Certificates.

## III. POLICY

This Academic Transcripts and Diplomas/Certificates Policy takes effective immediately and supersedes any previous policy.

An Official Transcript includes the student’s complete academic record at Danville Regional Medical Center School of Health Professions and carries the School seal, is contained in a sealed envelope, and will be labeled “Official.”

An Unofficial transcript includes the student’s complete academic record at Danville Regional Medical Center School of Health Professions, but will not bear the School seal and will be labeled “Unofficial.”

A Diploma is the award presented to students completing all requirements for graduation from the Nursing Program.

A Certificate is the award presented to students completing all requirements for graduation from the Radiologic Technology Program.

## IV. PROCEDURE

A. Official Transcripts may be released directly to the student/graduate or to a third-party. It is released to a third party only upon written request from the individual. The form titled “Request for Transcript” must be completed in full with signature and be either hand delivered, mailed, or faxed to the School. If request is to release to a third-party, it must include a complete address. If an incorrect address is provided, the requestor will be responsible for completing an additional “Request for Transcript.”

B. The first Official Transcript released (whether addressed to a third party or directly to the student/graduate) is done at no cost. Thereafter, a fee must be paid in full prior to the



# Danville Regional

MEDICAL CENTER

*Providing Healthcare Excellence Close to Home*

<b>DEPARTMENT: School of Health Professions</b>	<b>POLICY DESCRIPTION: Academic Transcripts and Diplomas/Certificates</b>
<b>REPLACES POLICY DATED: N/A</b>	<b>APPROVED:</b>
<b>RETIRED:</b>	<b>EFFECTIVE DATE: 08/2009</b>
<b>REFERENCE NUMBER:</b>	

release. The amount of the fee will be included in the “Request for Transcript” form and is applicable to Official or Unofficial Transcripts. Payment can be via:

- (1) Cash or Check, or
- (2) Charge to Master Card, VISA, American Express, Discover (to charge, include the credit card number, expiration date, and 3-digit V-code number with the request.

C. An Unofficial Transcript is released to students after the end of each semester and at graduation at no cost.

D. If the School has knowledge that a student/graduate has an outstanding debt owed (or payments are not current) or has failed to pay a proper financial obligation due to the School or Danville Regional Medical Center (DRMC), or if the individual is in default on federal financial aid loans for that were incurred during and for enrollment at DRMC School of Health Professions:

1. The School reserves the right to **not** release an Official Transcript
2. The School reserves the right to **not** grant the Diploma or Certificate to the graduate.
3. The School will release one copy of an Unofficial Transcript to the student upon his/her request; in addition to omission of the School seal and being labeled “Unofficial”, the copy will be stamped with “Default on Financial Obligations”
4. Examples of “Default on Financial Obligations” include but are not limited to:
  - a. Outstanding balance and payments not current to DRMC on Student Nurse Assistance Program (SNAP) loans
  - b. Unpaid tuition and fees as designated on Financial Requirements Sheet
  - c. In default on federal financial aid loans (Title IV Student Loan Programs) for the student incurred during enrollment at the School.
  - d. In default on other financial obligations owed the School
    - 1) Unpaid fines such as failure to return library books/LRC resources
    - 2) Bounced check fee
    - 3) Copier fee
    - 4) Failure to return DRMC Parking decal, DRMC Student ID badge, Student Handbook, EKG calipers, or the fee assessed for non-return.
    - 5) Failure to return Southern Virginia Mental Health Institute keys and ID badge that were temporarily loaned to student during clinical rotation.
5. When financial obligations are met and transcripts are able to be processed, the student/graduate is responsible for re-submitting a Request for Transcript form.

E. The School will not withhold an Official Transcript or Diploma/Certificate if it is



# Danville Regional

MEDICAL CENTER

*Providing Healthcare Excellence Close to Home*

<b>DEPARTMENT: School of Health Professions</b>	<b>POLICY DESCRIPTION:</b> Academic Transcripts and Diplomas/Certificates
<b>REPLACES POLICY DATED: N/A</b>	<b>APPROVED:</b>
<b>RETIRED:</b>	<b>EFFECTIVE DATE: 08/2009</b>
<b>REFERENCE NUMBER:</b>	

confirmed the student/graduate has filed a bankruptcy petition or after the discharge of education debts under either Chapter 7 or Chapter 13.

- F. All transcript requests are processed in the order in which they are received. Normal processing time is between two and four days. Please note that a request to send a transcript by fax or overnight does not expedite the processing of your request, although it will significantly reduce delivery time.

**V. REFERENCES:** This policy is in compliance with regulations mandated by the Family Educational Rights Privacy Act (FERPA) of 1974 [20 USC 1232g and 34 CFR 99], provisions of the Bankruptcy Code [11 USC 362, 11 USC 524 & 11 USC 525], and Education Code, section 72237.