



California Health Sciences University

UNIVERSITY

CHSU POLICY ON ACADEMIC RECORDS AND TRANSCRIPTS

PURPOSE

To preserve the integrity of the institution's academic records and comply with the rules and regulations set by California State Law, including California Bureau for Private Education (BPPE) on the issuance of student academic transcripts.

SCOPE

This Policy is applicable to the Office of the Registrar.

POLICY STATEMENT & RELATED PROCEDURES

- A. The Office of the Registrar is responsible for maintaining and safeguarding student academic records and ensuring accuracy of a student's academic performance while attending California Health Sciences University (CHSU) which is reflected on the transcript. The transcript is a permanent record card annotating all academic coursework and other pertinent information about a student enrolled at CHSU.

The Office of the Registrar produces official transcripts for all current and former students upon receipt of authorization. In accordance with the Family Educational Rights and Privacy Act (FERPA), transcripts are issued only at the written request of the student. The request to release the transcript must bear the signature of the student and date of the request.

Official transcripts contain the seal of the university and the signature of the University Registrar. Paper official transcripts processed by the Registrar's Office are printed on a light burgundy tamper proof security paper and mailed in a sealed envelope stamped as "Official Transcript" across the envelope. Paper transcripts issued to students are stamped "Issued to Student". A valid picture ID must be presented when picking up a transcript in-person.



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B. Transcript Requests

A student can request an official transcript in person in the Office of the Registrar or online. CHSU offers online ordering for secure electronic transcripts as well as for mailed (paper) transcripts through the online transcript service provider, Parchment. Additional fees apply for specialized transcript mailing services (i.e., certified mail, international mail, express mail). Please refer to the Registrar's webpage on ordering official transcripts for fee information.

Students may view their unofficial transcript online by logging on to their student portal in SONIS. Unofficial transcripts do not bear the seal of the University nor the signature of the Registrar and is marked unofficial.

C. Transcript Elements

Student transcripts are maintained as the official record of all courses taken at CHSU, academic credits received, and degrees awarded. CHSU includes the following data elements on the student's academic record

- Name (as it appears on the student's university record) and Address of the Institution
- Official Academic Transcript
- Legal Name of the student including first, last, and if applicable, middle initial
- Student ID number
- Date of Birth – month and day only
- Transcript Generation Date
- Matriculation Date
- Terms of Attendance
- Course Identification, Campus Identification for Course
- Credits Attempted per course, Credits Earned per course, Unit of Credit
- Grades
- Term Grade Point Average (GPA) and Cumulative GPA



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- Academic and Disciplinary Suspension (removed after the period of suspension)
- Dismissal or Withdrawal and effective date
- Title of Degree earned, Date Conferred
- Honors

A transcript key is printed on the back side of the transcript paper stock that clarifies the information presented on the academic transcript and provides guidance for understanding and evaluating the information listed on the academic transcript.

D. Regulation – Restriction on Access to a Transcript

In compliance with the Bureau for Private Postsecondary Education (BPPE), Education Code section 94897, CHSU shall **not** do any of the following:

1. Refuse to provide a transcript for a current or former student on the grounds that the student owes a debt.
2. Condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript.
3. Charge a higher fee for obtaining a transcript or provide less favorable treatment of a transcript request because a student owes a debt.
4. Use transcript issuance as a tool for debt collection.



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RESPONSIBILITIES

Office of the Registrar is responsible for this policy

HISTORY (R*)

Approval Date:

6/6/2023

Revision Date(s):

Reviewed Date(s):

4/17/2023

2/14/2023

R: Office of the Registrar

A: Office of the Registrar

C: Legal

I: Staff, Alumni, Current and Former Students