


<b>Title:</b> Transcript Policy	
<b>Written by:</b> Registrar	
<b>Date Initiated:</b> 4/2007	<b>Date Revised:</b> 4/2009; 4/2012; 4/2015; 07/2017
<b>Approved by:</b>  <hr/> Chancellor	<b>Governing Board Approval:</b>  <hr/> Date
<hr/> 1/12/2016 Date	<hr/> 1/12/2016 Date

**PURPOSE**

Transcripts will include all courses taken at the College, and its cooperating institutions while enrolled as a Trinity student.

**POLICY AND PROCEDURE**

**Transcript Requests**

Transcripts must be requested online through Parchment, located on the College Website at [www.trinitycollegeqc.edu](http://www.trinitycollegeqc.edu).

Transcripts that are picked up by the student are stamped as being "Issued to Student." If you require transcripts without this stamp, please have them sent directly to the intended recipient. **Transcripts will not be released if the student's account is on hold for noncompliance of the Financial Aid Obligation Policy.**

**Transcript Retention**

Transcripts submitted to the College for admission or transfer credit become the property of the College and cannot be returned to the student or forwarded to other institutions.

Transcripts submitted by individuals who do not enroll at Trinity College will remain on file for one academic year at which time they will be destroyed.