



Standard Healthcare Services, College of Nursing
Transcript Release Policy

Standard Healthcare Services, College of Nursing maintains official academic transcripts for all current and former students in accordance with applicable federal and state laws and regulations, including regulations governing the release of transcripts for students who received Title IV federal financial aid.

Official Transcript Requests

Students and graduates may request an official transcript by submitting a transcript request through the College's approved process. The College may require appropriate identification and written authorization prior to releasing educational records.

Official transcripts may be issued electronically or by mail. Processing times may vary; however, transcript requests are generally processed within 5–10 business days, excluding holidays and institutional closures.

Transcript Holds and Financial Obligations

Upon request by a student, the College will provide an official transcript that includes all credit or clock hours for payment periods:

- (i) in which the student received Title IV, Higher Education Act (HEA) funds; and
- (ii) for which all institutional charges were paid in full or are included in a payment agreement at the time the transcript request is made.

For students who did not receive Title IV, HEA funds, the release of official transcripts is subject to the settlement of any outstanding financial obligations to the College. If the Institutional Refund Calculation or student account indicates that a balance remains owed to the College, the outstanding balance must be satisfied before the transcript will be released or there is a formal arrangement between the student and the college to pay the outstanding balance over time.

The College reserves the right to place administrative holds on transcript requests for reasons permitted by applicable law and institutional policy.

The College does not alter, remove, or otherwise modify accurate academic information contained in a student's transcript based on a student's financial status.

Effective Date

This addendum is effective as of May 14, 2026 and supersedes any inconsistent language contained in prior versions of the 2025-2026 Standard College Catalog/Handbook regarding transcript release practices.