



## **INSTITUTIONAL POLICY**

**SUBJECT:** Withholding transcripts

**PURPOSE:**

The purpose of this policy is to clearly identify a consistent process for ensuring students requesting an official transcript are provided the document. In response to Colorado HB22-1049 IBMC College has implemented this policy regarding the withholding of student transcripts. This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5 who have an outstanding debt owed to IBMC College.

**POLICY:**

In order to maintain the integrity of student academic records and provide all students access to their official transcripts, IBMC College will not withhold transcripts for any reason. Students will have access to their official transcripts regardless of their financial, academic, or behavioral status with the College.

**PROCEDURE:**

In the interest of ensuring students have access to their educational records, including official transcripts, the following procedures will be followed for all students requesting official transcripts from the College:

- a. There are no circumstances under which IBMC College withholds current or former students' transcripts. Upon request, the student will be provided a transcript regardless of their financial, academic, or behavioral status with the College.
- b. Official academic records will be maintained in perpetuity and up-to-date by the Director of Education and the campus Registrar.
- c. Students may request official transcripts at [IBMC College.edu](http://IBMC College.edu). Upon receipt of the request, the documents will be sent via email or by USPS delivery to the student.
- d. Students may also request an official transcript by visiting the school or calling the College and providing an email or physical address.
- e. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).

It is the responsibility of the College staff to ensure all students requesting official transcripts or academic records are, at no time, denied access to such academic records.