

Policy Number: 66

### TRANSCRIPTS

The Records Office shall furnish transcripts of a student's academic report when requested to do so, providing the student's record is clear. All requests for transcripts must be in writing.

Unless specific instructions are given to the contrary, transcripts shall be provided, upon request, to employing and certifying agencies such as schools, boards of education, businesses and the Illinois State Board of Education.

Other than during the term of suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record. A suspended or expelled student may, following the specified minimum period of separation, request the removal of the sanction from the permanent record card, which shall be at the sole discretion of the Vice President for Student Affairs.

Approved:  
President  
July 5, 2000

Monitor: Vice President for Student Affairs