

## *Policy Statement*

In accordance with the Federal Family Educational Rights & Privacy Act (FERPA) of 1974 and subsequent amendments, your records cannot be released without the student's written consent. All outstanding obligations (financial, academic or administrative) due to the College must be cleared before the transcript request can be processed.

Ohio Revised Code 3345.027: A state institution of higher education, as defined in section 3345.011 of the Revised Code, shall not withhold a student's official transcripts from a potential employer because the student owes money to the institution, provided the student has authorized the transcripts to be sent to the employer and the employer affirms to the institution that the transcripts are a prerequisite of employment.

## *Policy Details*

Parchment is the designated agent for processing and sending official transcripts on behalf of Terra State. Transcripts may be sent in a variety of ways dependent upon the receiver and the content contained in the student's record.

The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website provided during the delivery process.

Parchment has been granted the authority to deliver transcript requests on behalf of Terra State and respond to any inquiries regarding the transactions.

## *Procedures*

*Transcripts will not be sent until all financial obligations to Terra State are cleared, unless ORC 3345.027 applies.*

## *Description of hold*

### **1. CH – Cashier's Office 419.559.2329**

- a. This hold is for students who have a balance on their account and have not set up any type of payment arrangement.
- b. Prohibits Registration/Transcript/Graduation/Grades/Application

### **2. LF – Library Fine 419.559.2318**

- a. This hold is for students who have a balance on their account due to a fine that is owed at the Library.
- b. Prohibits Registration/Transcript/Graduation/Grades

### **3. RO – Records Office 419.559.2405**

- a. This hold is applied for students who need personal information verified.
- b. Prohibits Registration/Transcript/Graduation/Grades/Application

### **4. U5 – Past Due Under \$500 419.559.2329**

- a. This hold is for students who have a balance on their account that is under \$500.
- b. Prohibits Transcript/Graduation/Grades

### **5. XT – Bad Debt 419.559.2329**

- a. This hold is for students who have a balance on their account and it has been written off as bad debt due to the age of the debt.
- b. Prohibits Registration/Transcript/Graduation/Grades/Application

### **6. XX – Ohio Attorney General's (OAG) Collection 419.559.2329**

- a. This hold is for students who have a balance on their account and it has been sent to the Ohio Attorney General's (OAG's) Office for collection.
- b. Prohibits Registration/Transcript/Graduation/Grades/Application

### **Resources**

#### [Section 3345.027 Ohio Revised Code \(ORC\): Prohibition on withholding student transcripts.](#)

A state institution of higher education, as defined in section [3345.011](#) of the Revised Code, shall not withhold a student's official transcripts from a potential employer because the student owes money to the institution, provided the student has authorized the transcripts to be sent to the employer and the employer affirms to the institution that the transcripts are a prerequisite of employment. September 30, 2021 – Enacted by House Bill 110-134th General Assembly <https://codes.ohio.gov/ohio-revised-code/section-3345.027>

#### [Ohio Administrative Code 3341-3-22 Transcripts:](#)

An official transcript of a student's record is used for transferring credits to other colleges and universities and for transmitting information to certifying agencies and employers. An official transcript is issued only at the written request of the student. An official transcript is not released for a student who is delinquent on any financial obligation to the university. Details regarding the transcript request process, including a link to a printable transcript order form can be found at ordering official transcripts. Transcripts from other institutions that have been presented for admission or evaluation become part of the students permanent academic file and are not returned or copied for distribution. Any students desiring transcripts covering work completed elsewhere should request them from the institutions concerned.

#### [Higher Education Act of 1965 Section 485\(b\):](#)

Requires colleges to make exit counseling available to borrowers, but there is no requirement that borrowers participate. If a borrower withdraws without the school's prior knowledge or fails to complete exit counseling, the school is required to provide online counseling or to mail written counseling materials to the borrower's last known address, and to document the school's compliance.

### **Documentation**

#### **Definitions**

<b>Term</b>	<b>Definition</b>
<i>FERPA</i>	Family Educational Rights & Privacy Act
<i>CASA</i>	Council for Academic and Student Affairs
<i>Transcript</i>	Official record of a student's work, showing courses taken and grades achieved

### **Approval History**

<b>Date</b>	<b>Policy/Procedure or Entire Document</b>	<b>Notes (Types of Actions)</b>	<b>**Approved by</b>
9/20/2022	Entire Document	New	
09/22/2022	Entire Document	Approved	William Taylor and Cory Stine

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 9/22/2022**

**Next Review Date: 11/17/2025**