

# Transcripts

Academic transcripts of student records cannot be sent to other institutions, prospective employers, or to the student unless an official request is made by the student. Official transcripts will not be released for students who have outstanding financial obligations to the College. Transcripts can be requested at <https://www.bscc.edu/students/transcripts-and-records>.

The College makes an effort to issue transcripts in a timely manner. However, during peak times such as registration, students should anticipate that requests will be processed within 48 hours of receipt of the request.

Students may view their College transcript online and print an unofficial copy. The Office of Student Services will not copy or otherwise reproduce official student transcripts obtained from transfer institutions.