

TRANSCRIPTS

Official transcripts of all course work taken at COM are available in the Admissions and Records Office. Requests for transcripts must be in writing. Transcript requests may be submitted in the following way: online, fax (409-933-8012), e-mail (admissions@com.edu), or in person. Transcript requests may not be made by phone. Transcript requests are processed within 24 hours (except during a registration period). Transcripts are withheld from students who have any outstanding obligations to the College.

Transcripts from other institutions submitted to COM become property of the College and are not reproduced and/or mailed to other institutions, agencies or individuals.

Release of Transcripts and Academic Records

COM transcripts and other information from a student's academic records are released by the Registrar only upon written request from the student or other person authorized by law.