

TRANSCRIPTS

Official transcripts of all course work taken at COM are available from the Admissions and Records Office. Transcript requests may be completed by going to <https://www.com.edu/admissions/academic-records.html>. Transcript requests are processed within 24 hours.

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 record are released by the Registrar only upon written request from the student or other person authorized by law.

Audit

COM allows students 65 years of age or older to audit academic credit courses on a space available basis. Students wishing to audit a course should contact the course instructor. The instructor will contact the Admissions and Records Office to authorize course registration. The tuition and fees for class audit will be waived for up to six credit hours per semester. Students who audit classes will not receive a course grade and will not be eligible to petition for credit.

Retention of Records

All records received by COM are kept indefinitely except for students who do not complete the application process. The records received will be destroyed after one year. Transcripts and other records submitted by applicants not registering for the semester indicated on the application for admissions are kept for a period of 90 days in the Admissions and Records Office. After 90 days, these records are destroyed unless the applicant has notified the Admissions and Records Office expressing a continued interest in attending COM. Records become property of the College and are not returned to the student.