

Memorandum

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| Agenda Item # Effective Spring 2023 |
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To: EIU Council on Graduate Studies

From: Brad Bennington, Registrar

Date: December 14, 2022

Subject: Catalog revisions for compliance with SB 3032

In 2022 the Illinois State Legislature passed Public Act 102-0998 which, under certain circumstances, requires universities to release transcripts to students with holds and provides additional provisions for withdraw from the university. In response, I am proposing the following revisions to language in our graduate catalog.

Edited copy (*addition in italics*)

Transcripts

<http://www.eiu.edu/registra/transcript.php>: This web site provides information on ordering transcripts. The Records Office will make a transcript of the academic record of a student when requested to do so. Unless specific instructions are given to the contrary, it is understood that the Records Office has permission of the student to send his/her transcript to employing and certifying agencies, such as schools, boards of education, businesses, and the state department of education, when such an agency requests a transcript. All requests for transcripts must be in writing, either by letter or on the request form supplied by the Records Office or at the above web site. The time required for preparation and mailing of transcripts varies; during enrollment and at the end of grading periods there may be a delay of several days. A fee is charged for each transcript issued. Transcripts will be issued only for students whose records are clear. *

**EIU fully supports Public Act 102-0998 The Student Debt Assistance Act, which includes provisions for releasing a transcript for students with a hold. <https://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=102-0998>.*

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