

Academic Policies

Transcripts

In order for a student to receive his or her transcript or have it sent to another institution, the Registrar's Office must have a written request with the student's signature. A \$5.00 fee is assessed for each transcript that is requested. The normal turnaround for requests is 2 - 5 days, unless the transcript requires the last semester's grades. Computer processing of final grades takes approximately seven days after the grades are due in the Registrar's Office.

If a student has a balance on his/her account, the business office has the authority to "block" the transcript by prohibiting the Registrar's Office from releasing it. Professional and legal standards prevent honoring transcript requests by telephone or e-mail. Similarly, transcripts cannot be faxed.

An official transcript (bearing the College seal) must be sent directly to another school, firm or agency. An official transcript cannot be hand delivered or issued to the student. If the student receives the transcript, it will be stamped "Issued to the Student" and will not be considered official by another institution.