



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

## **Academic Affairs**

**Approved By:** Richard R. Rush  
President

**Policy Number:** AA.12.004

**Effective Date:** 3/30/15

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## **Policy on Issuing Official CSU Channel Islands Transcripts**

### **PURPOSE:**

Students are entitled to access their educational records maintained by the University and have an official transcript of record provided to them or their designated recipient. The policy is revised to include online transcript request.

### **BACKGROUND:**

Family Educational Rights and Privacy Act of 1974 as amended (FERPA) 20USC 1232g

### **POLICY:**

#### **Accountability:**

University Registrar

#### **Applicability:**

Any student who has ever enrolled in an academic program at CSU Channel Islands may request an official transcript.

#### **Definition(s):**

*Official Transcript of Record* - shall consist of a summary of the courses for which academic credit, including Continuing Education Units (CEU), is attempted by the student at CI.

*Request for Official Transcript* - is the authorization from the student to the University to release the above defined transcript of the student's record.

#### **Policy Text:**

Records and Registration is the official entity of campus which maintains and issues official transcripts. An Official Transcript of Record is released upon request of the student. Such requests must be made by completing the online CI transcript request form. Transcripts will be issued after receipt of the request and applicable processing fee. All outstanding debts and obligations to the University must be cleared prior to release of transcript. Transcripts are issued via USPS mail to the recipient designated by the student. Processing times will vary depending on campus closure and grade processing.

**EXHIBIT(S):** N/A