



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Academic Affairs

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President

Policy Number: AA.12.009

Effective Date: 8.30.19

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Policy on Issuing Official CSU Channel Islands Transcripts

PURPOSE:

Students are entitled to access their educational records maintained by CSUCI and have an official transcript of record provided to them or their designated recipient.

BACKGROUND:

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

POLICY:

Accountability:

Registrar's Office

Applicability:

Any student who has ever enrolled in an academic program at CSUCI 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 CSUCI.

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:

The Registrar's Office is the official entity of the University 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 CSUCI 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