



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Office of the President

Approved By: Richard Yao
President

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Policy on Issuing Official CSU Channel Islands Transcripts

PURPOSE:

Students are entitled to access their educational records maintained by CSU Channel Islands (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 academic coursework at CSUCI may request an official transcript.

Definition(s):

Official Transcript – shall consist of a summary of the courses for which academic credit, including Continuing Education Units (CEU), is attempted by the student at CSUCI. Official transcripts contain details such as degrees conferred, course titles, units attempted, and final grades for each term of attendance. Credit hours earned through transfer work and exams are not listed in detail but do appear as cumulative units.

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 entity of the University which maintains the official academic record and partners with a vendor to process official transcript orders. An official transcript is released upon request of the student and, on occasion, to a third party who has secured prior written consent from the student. Any release of a student's official transcript will comply with consent requirements under the Family Educational Rights and Privacy Act (FERPA). Official transcripts are either mailed or sent electronically after receipt of the request and applicable processing fee.

EXHIBIT(S):

N/A