



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Office of the President

Approved By: Richard Yao
President

Policy Number: AA.12.014

Effective Date: 07/11/2025

Page 1 of 2

Policy on Submission of Official Transcripts to CSU Channel Islands

PURPOSE:

To maintain timely and accurate records on admission, enrollment and academic progress and accomplishments of its students, while maintaining the privacy and security of those records.

BACKGROUND:

Title 5, Section 40601 (e) The term “application” means the submission to the campus by the person applying for admission of all documents including official transcripts of all the applicant’s academic records and information which the applicant is required to personally submit, and the payment of any application fee due pursuant to Section 41800.1.

POLICY:

Accountability:

Admissions and the Registrar’s Office

Applicability:

All applicants for admission and any current CSU Channel Islands student

Definition(s):

Official Transcripts include all prior coursework attempted, withdrawn, completed, and in-progress at all institutions, colleges, universities or high schools.

Policy Text:

A transcript is considered official if it is sent directly from the institution of origin to Enrollment Management at CSUCI. The document must be printed on security paper and/or display an official raised seal from the institution of origin and the signature of the custodian of records. Electronic transcripts submitted directly to CSUCI from a digital credential service are considered official and are the preferred method of submission. A transcript hand-carried by the applicant from the institution of origin is also considered official if it is in its original, unopened sealed envelope.

Official transcripts are required from all institutions attended, including extension and correspondence courses, even if withdrawal occurred prior to the completion of the course(s). The University reserves the right to determine whether a transcript will be accepted as official. An applicant disregarding these requirements may have the application for admission cancelled.



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The responsibility for ensuring that official transcripts reach the University rests with the applicant/student. However, the University may directly request and pay the fee for transcripts for prospective students from colleges that allow third party access.

All transcripts submitted to CSUCI become the property of the University. Students are advised to have their own personal set of transcripts from all institutions attended for advisement. Admissions and the Registrar's Office will not provide copies from other institutions.

A student admitted on a conditional/provisional basis must submit required final official transcripts by the established deadlines. Failure to comply will result in cancellation of conditional/provisional admission or a hold on further enrollment until final official transcript is received at the discretion of CSUCI.

A student enrolled and attending the University must submit all final transcripts for work taken at other institutions while concurrently enrolled at CSUCI no later than their final semester. Failure to provide all transcripts will result in a delay of final degree posting.

EXHIBIT(S):

N/A