



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

## Student Affairs

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President

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## Policy on Issuing Official 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.

### 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 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.

#### Text:

An Official Transcript of Record is released upon request of the student. Such requests must be made in writing either by completing the Request for Official Transcript form or by writing a letter. All written requests must be signed by the student.

Transcripts will be issued as soon as possible after receipt of the request and any applicable processing fee. All outstanding debts and obligations to the University must be cleared prior to release of transcript. It is the student's responsibility to notify Records and Registration when such debts and obligations have been satisfied.

Transcripts are normally issued via U.S. Mail to the recipient designated by the student. Prior arrangement must be made in order for transcripts to be picked up by the student. Pick up of transcripts by student's designee must be authorized in writing at the time of request.