



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Student Affairs

Approved By: Richard R. Rush
President

Policy Number: SA.02.016

Effective Date: 2/20/12

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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 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.

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 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 a third party must include a signed transcript request; the student's written authorization for the release to



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the specific designee and a copy of the student ID. The student's designee must show proof of identity at the time of pick up.

An official transcript is usually sent within 5 business days after the request is processed by Records and Registration, unless a hold has been indicated. If the student needs the transcript mailed in a timeframe outside the normal business practice, the student must request in person or via regular mail and include a pre-paid envelope from a reputable carrier such as USPS, Fed Ex, and UPS with the request to expedite the mailing process.

Superseded