

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC:
Transcripts - Procedures

Policy Number:
D13

The Office of Student Records maintains a student's academic record of course work completed at the College. Transcripts will be released only after receipt of a written request signed by the student. Transcripts issued directly to the student will be marked "Issued to Student." All official transcript requests must be accompanied by the published transcript fee. No official transcripts will be ordered or mailed until the fee is paid.

Transcripts will not be released for students whose records are on hold.

Copies designated "for CCCC staff use only" may be released to appropriate CCCC professional staff members for advising or for institutional research purposes. Any release of student transcript information will be approved and documented by the Registrar.

Transcripts received from a student's secondary or previous college education, which have been submitted to CCCC, become a part of the official file. CCCC does not reissue or certify copies of transcripts from other institutions. Transcripts must be ordered directly from the institution where the coursework was taken.

Adopted: 4/26/11 Reviewed 5/4/20 Revised/Reviewed Revised/Reviewed Revised/Reviewed
