

Policy: **Transcripts**

Responsible for Policy: Enrollment Management

Policy Number: **A-20**

Most recent approval date: Spring 2015

Policy Statement

Upon written request and submission of designated fee, Finger Lakes Community College will make available to students official copies of their permanent academic record (transcript).

Reason for Policy

This policy provides students with a method of obtaining their official transcripts.

Applicability of the Policy

All College employees and full- and part-time students should be familiar with this policy.

Definitions

None

Related Documents

- None

Review dates/action taken:

- January 2012: original approval date
- Fall 2012: no policy revisions
- Spring 2015: non-substantive revisions

Procedure: **Transcripts**

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Procedures

Students may request copies of their permanent record of academic work (transcript) by completing an official transcript request available at the Student Records Office, One Stop Center, via WebAdvisor, or on the College website, or by making written request to the Student Records Office. Telephone and email requests cannot be accepted.

Written requests should include: the student's name as it appears on College records and any name change since leaving the College, date of birth, social security number or FLCC student ID number, dates attended, a current mailing address, the address to which the transcript is being sent, and student signature.

A fee is charged for each official transcript. There is no fee for an unofficial transcript. Transcripts will not be sent for any person with an outstanding obligation to the College.

Forms/Online Processes

- Transcript Request Form
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Appendix

- None

Review dates/action taken:

- January 2012: original effective date
- Fall 2012: no revisions to procedures
- Spring 2015: non-substantive revisions