



SECTION: Student Procedures	
TOPIC: Academic Record/Transcript	
EFFECTIVE DATE: October 30, 1988	REPLACES:
RECONFIRMED DATE: June 1990	
REVISION DATE:	ARCHIVED:
Original signed by President + CEO	

A permanent record of the student's courses, credits and grades earned and address information is maintained by the Registrar's Office. The student is urged to maintain record of courses, credits and grades each semester and check from time to time to ensure that the record concurs with that of the College. Copies of the permanent record are available upon request of the student and payment of a service charge.

OFFICIAL TRANSCRIPTS

Official transcripts will contain a students' complete academic record and be issued only at the written request of the student concerned. A fee will be charged for official transcripts.