

# ADMINISTRATIVE PROCEDURE No. 4802

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## Transcript Policy

Date Adopted: 01 April 1993

Date Revised:

Date Reviewed: 24 March 2014

References:

### Procedure:

1. Obtain a [Transcript Request Form](#) from the Office of Admissions, Records and Retention. Printable Transcript Request form may be downloaded from the college's [website](#).
2. Complete the Transcript Request Form.
3. Pay the \$4.00 transcript-processing fee at the Business Office (or if first request, bring the form to the Business Office for verification).
4. Submit the Transcript Request Form (if applicable, inclusive of receipt as proof of paying the transcript fee) to the Office of Admissions, Records and Retention (OARR).