

CCS Administrative Procedure

3.40.01-E Transcripts

Implementing Board Policy [3.40.01](#)

Contact: District Academic Services Officer, 434-5060

1.0 Purpose

To provide the procedure for students to request an official copy of their educational transcripts.

2.0 Limitations and Requirements

- 2.1 College transcripts are a cumulative record of a student's grade.
- 2.2 College transcripts are a legal document of enrollment at CCS and are maintained forever.
- 2.3 Students have rights to access their college transcripts.

3.0 Transcripts of Credits

In compliance with the Family Educational Rights and Privacy Act of 1974, a student's grade transcript will be released only upon written request.

- 3.1 Written request must be sent to the college cashier's office.
 - 3.1.1 The request must include the student's full name, maiden name if applicable, approximate last date of attendance, student identification number, student's signature and address(es) to which the transcript(s) should be sent.
 - 3.1.2 There is a fee as posted in the CCS fee schedule per each official transcript requested.
 - 3.1.3 Students enrolled at the IEL, SCC or SFCC who request an official transcript be sent from one District 17 unit to another District 17 unit will not be charged the transcript fee.
- 3.2 Official, sealed transcripts are required by other institutions when a student transfers. Official transcripts will not be released if the student has not fulfilled all financial obligations to the college.

4.0 Transcripts From Other Schools

- 4.1 SCC and SFCC do not issue or certify copies of transcripts from other institutions.
- 4.2 Transcripts reflecting a student's previous college education that have been submitted to the college as a requirement for admission become part of the official file and cannot be returned to the student.
- 4.3 Any student desiring transfer of credits earned elsewhere must order official transcripts from the institution where the credits were taken.

5.0 Campus Contacts

- 5.1 Spokane Community College
 - Registrar, Bldg. 15
 - Dean of Student Services, Bldg. 15
 - Vice President of Student and Instructional Services, Bldg. 50
- 5.2 Spokane Falls Community College
 - Dean of Enrollment Services, Bldg. 17, Rm 147
 - Registrar, Bldg. 17, Rm 148
- 5.3 Institute for Extended Learning
 - Registrar, Bldg. 9, 0005E

6.0 Related Information

- 6.1 [Chapter 132Q-02 WAC](#), Student records
- 6.2 [Public Law 93-380](#), the Family Educational Rights and Privacy Act (FERPA) of 1974

Originated: November 2008

Cabinet approval: January 12, 2009