

CHARLESTON SOUTHERN UNIVERSITY
 OFFICE OF THE REGISTRAR
 MANUAL OF ACADEMIC POLICIES & PROCEDURES

TITLE	NUMBER	PAGE	DATE OF INCEPTION
STUDENT RECORDS/ ISSUANCE OF TRANSCRIPTS	R-14	1	November 21, 1985

Purpose: To establish a systematic approach to the issuance of student transcripts.

1. Authority - The authority to issue, as well as certify, the authenticity of student transcripts rests solely with the University Registrar.

2. Definitions ±

A. 3 2 I I L F L D O - Includes student's academic history with degree(s) earned printed on security paper with the Registrar's signature and University Seal.

B. 8 Q R I I L F L D O - Includes student's academic history with degree(s) earned printed on plain white paper. Unofficial copies will not carry the Registrar's signature or University Seal.

8 Q R I I L F L D O W U D Q V F U L S W V P D \ E H X V H G E \ D X W K R U L J H G F D P S X V S H U V R Q Q H O Z reasons related to performing job responsibilities.

3. Requests A student may request the issuance of a transcript by submitting a signed request by mail or fax FR Q W D L Q L Q J L Q I R U P D W L R Q S H U W L Q H Q W W R W K H U H T X H V W R U X W H W K H R Q O L Q discretion of the University Registrar, proper identification may be required prior to processing a request.

4. Processing Fee The fee for each transcript request is \$10.00. In the event a student requests that a transcript be (1) generated for mailing and (2) generated for faxing, it is considered to be two requests. Faxed requests require one generation. W U D Q V F U L S W - C O I H ' S A R E S U B J E C T T O separate \$100 processing fee.

FEE WAIVERS: Fees are not charged for (1) official transcripts used for initial teacher certification packets processed by the School of Education, (2) Career Services unofficial transcripts copied for potential employer