



# California University of Pennsylvania

## **POLICY: Transcripts**

### **A. Purpose & Scope:**

To describe the process and procedure for graduate and undergraduate students to secure a transcript

### **B. Definition(s):**

### **C. Policy:**

Transcripts are issued by the Academic Records Office, Dixon Hall. Each transcript costs \$3, and payment must be received before the transcript is issued. Checks and money orders should be made payable to California University of Pennsylvania. All transcripts are issued according to the provisions of the Family Education Rights and Privacy Act of 1974 as amended.

### **D. Procedure(s):**

A request for a transcript must be made in writing, to ensure that academic information is not improperly disclosed. Telephone requests for transcripts cannot be honored. The request may be made by completing a form in the Academic Records Office or by writing a letter to that office indicating (a) the number of transcripts required, (b) the type of transcripts required (i.e., undergraduate, graduate, or both), and (c) the name and address of the person or institution where the transcript should be sent. Transcripts can be order electronically by clicking the following link: <https://www.calu.edu/inside/student-resources/academic-records/request-transcripts.aspx> . Transcripts will not be issued to a third party without the written consent of the student.

If a transcript is issued to a student, a notation to that effect appears on the transcript. Transcripts marked in this manner are sometimes not considered official when presented to a third party by the student.

Transcripts are issued as quickly as possible, but in busy periods of the academic year there may be some delay. Requests should therefore be made well before the transcript is due elsewhere. No transcript will be issued to a student whose financial obligations to the university have not been met in full.

### **E. Effective date:** 2005-2006 Undergraduate Catalog

**Updated date:** August 15, 2010