

## **TRANSCRIPT REQUEST POLICY**

An official record of curriculum academic credit earned at RCC will be sent to any school or prospective employer upon the completion of the College's Transcript Request Form and payment of \$2 fee to the Business Office. All of the student's accounts with RCC must be satisfactorily settled before the College will process the request. The Registrar's office requires one full business day's notice of the written request. During registration, schedule adjustment, and end of semester grading, processing of transcripts will be limited. RCC does not send facsimile copies of transcripts.

A \$5 will be charged for on-demand transcripts. Unofficial transcripts for currently enrolled students may be printed from WebAdvisor. Previously enrolled students may request an unofficial transcript at no cost; however, the written request and time limits for processing apply.

The first official transcript for graduates will be free.

*History note: Board approved on June 1, 2010. Effective July 1, 2010.*