



Success. It's In Our Nature.

**Policy Name:** Transcripts

**Policy Number:** A - 20

**Functional Area(s) Responsible:** Enrollment Management

**Owner(s) of Policy:** One Stop/Student Records

**Most Recent BOT Approval Date:** Spring 2015

**Most Recent Review Date:** Spring 2023

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

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**Policy Statement:**

Upon formal request from the student and submission of designated fee, Finger Lakes Community College will issue official copies of student's permanent academic record (transcript).

**Reason(s) for Policy:**

This policy provides students with a method of obtaining their official transcripts.

**Applicability of Policy:**

All College employees and full- and part-time students should be familiar with this policy.

**Definitions:**

None

**Related Documents:**

None

**Procedures:**

Students may request copies of their permanent record of academic work (transcript) by completing an official transcript request available on the College's website, or by making written request to the Student Records Office. Telephone and email requests cannot be accepted.

Written requests should include: the student's name as it appears on college records and any name change since leaving the College, date of birth, social security number or FLCC student ID number, dates attended, a current mailing address, the address to which the transcript is being sent, and student signature.

A fee is charged for each official transcript. There is no fee for an unofficial transcript.

**Forms/Online Processes:**

- Transcript Request Form

**Appendix:**

None