



Approval Date: 09/05/12
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ADMINISTRATIVE RULE

Rule Number/Name:	050.024.000 - Transcripts
Responsible Department:	Student Services
Authority:	Registrar

Overview

Columbia Gorge Community College (CGCC) students may request transcripts of credit-bearing coursework or transcripts of courses where continuing education units were earned.

Applicability

Students and Student Services Staff

Administrative Rule Statement

A transcript is a copy of a student's permanent academic record at CGCC including all courses taken, all grades received, and all degrees and certificates conferred to a student.

- There is **no fee** for standard transcript requests. However, there may be a fee for rush orders.
- Standard transcript requests are processed weekly.
- An official transcript may be ordered by fax, by email, by mail or in person.
- GED test records are not available through CGCC.

Definitions

None

Interpretation of Administrative Rule

Registrar

Cross Reference to Related Administrative Rules

None

Further Information



ADMINISTRATIVE RULE

Registrar
registrar@cgcc.edu
(541) 506-6011

Strategic Direction

KFA 2: Students

Appendix