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OPERATING PROCEDURE

Procedure Number/Name:	050.024.001 – Transfer Transcripts
Associated Rule Number/Name:	050.024.000 – Transcripts
Responsible Department:	Student Services

Overview

CGCC accepts transfer credit recorded on official transcripts from regionally accredited college and universities. CGCC accepts unofficial transcripts for placement and advising purposes.

Areas of Responsibility

Student Services and students

Operating Procedure Details

Official Transcripts

The student is responsible for requesting an official copy of the transcript from the transfer institution. Students may hand-deliver sealed official transcripts to Student Services or send directly to:

Columbia Gorge Community College
Registrar's Office
400 East Scenic Drive
The Dalles, OR 97058

Electronic transcripts will be accepted from Parchment Exchange, and are considered official. Official transfer transcripts must be scanned into the student record system prior to degree/certificate awarding. If the name on the transfer transcript differs from the name of record at CGCC, the student must provide documentation verifying the name change, such as a social security card or marriage license.



OPERATING PROCEDURE

Unofficial Transcripts

CGCC accepts unofficial transcripts for placement and advising purposes provided they meet the guidelines below. Unofficial transcripts may be faxed, mailed, hand-delivered or emailed (.pdf attachment only).

Unofficial transcripts must have all of the following on original document:

- Student's name
- School name (web address printed on document allowed)
- Academic Terms
- Grades
- Credit Hours (Earned)/GPA Points/Completed Credits
- Course Prefix and Number
- Course Title

Not accepted as unofficial transcripts:

- Grade Report
- Progress Report
- Advising Report
- Class Schedule
- Blurred/Watermarked photocopies
- Transcript pasted into email body

Further Information

Registrar's Office
(541) 506-6011

References

1. CGCC Administrative Rule 050.024.001 - Transfer of Credits

Forms

None