



Approval Date: 09/05/12

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## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	050.024.000 - Transcripts
<b>Responsible Department:</b>	Student Services
<b>Authority:</b>	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.
- Holds on the student record may prevent the college from issuing a transcript.
- 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

050.024.000/Transcripts

Page 1 of 2

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None

**Further Information**

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

**Strategic Direction**

KFA 2: Students

**Appendix**