

## Procedure 3.2518

### Transcripts Procedure

#### Curriculum Transcripts

Students may obtain copies of their curriculum transcript upon written or electronic request to the Registrar's Office. Transcripts may also be requested by fax. Instructions and the Transcript Request Form is available [online](#). Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student within two business days of the request, excluding registration and end of semester processing. All transcripts are \$2.00.

#### Continuing Education Transcripts

Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office. Transcripts may also be requested by fax. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available [online](#). All transcripts are \$2.00.

The College does not process requests for High School Equivalency transcripts (GED and HiSET). If you earned a High School Equivalency in North Carolina, you can request a copy of your High School Equivalency transcript by following the instructions provided at the [North Carolina Community College System Office website](#).

#### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Academic Support Services Policy](#)

#### History

**Senior Staff Review/Approval Dates:** 3/21/16

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*