

TRANSCRIPTS

Transcript Fees (Policy 3.35)

Students must complete and pay for a transcript request through the National Student Clearinghouse (<https://www.glenoaks.edu/services/registration-records/transcripts/>)e link provided on the Glen Oaks website. Official transcripts are sent directly to the receiving institution or organization and are not normally issued to the student. An official transcript issued to the student will have an indication on the transcript that it was issued to the student. A transcript will not be issued when the student is delinquent in payment or has failed to return borrowed materials that are the property of the college such as library fines, balances due the Cashier or bookstore, and athletic uniforms. Student copies of transcripts are available without charge.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 5/8/13, reviewed 9/17/14, revised 2/21/19, reviewed 3/9/23