

TRANSCRIPT POLICY

The first two transcripts EVER requested are free. Subsequent transcripts are issued at a cost of \$3.00 per copy. (NOTE: Fee is subject to change at any time). Make checks payable to Cypress College.

Transcripts are usually mailed within seven working days from the time of submission. However, during peak periods such as registration, there may be some delay.

No transcripts will be sent until all financial obligations are paid, including fees or fines.

Transcripts from high schools or other colleges cannot be duplicated. The student must apply directly to each school of attendance for official copies.

In accordance with the Family Educational Rights and Privacy Act (FERPA), records cannot be released without the written consent of the student.

No partial transcripts will be issued.