

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
STUDENT RECORDS/ ISSUANCE OF TRANSCRIPTS	R-14	1	November 21, 1985

Purpose: To establish a systematic approach to the issuance of student transcripts.

1. Authority - The authority to issue, as well as certify, the authenticity of student transcripts rests solely with the University Registrar.

2. Definitions –

A. “Official transcript” - includes a student's academic history with degree(s) earned printed on security paper with the Registrar's signature and University Seal.

B. "Unofficial transcript" - includes a student's academic history with degree(s) earned printed on plain white paper. Unofficial copies will not carry the Registrar's signature or University Seal. Unofficial transcripts may be used by authorized campus personnel without the student’s consent for advising purposes or other reasons related to performing job responsibilities.

3. Requests - Charleston Southern University has partnered with Parchment for ordering all transcripts and processing orders of official electronic transcripts in PDF format. As our agent, Parchment will collect all fees and allow you to track and receive confirmation and delivery receipt emails of your orders. Current and former students should place an order through the Order Transcript tab on MyCSU but may also come to the Office of the Registrar in-person to order an official transcript.

4. Processing Fee – The fee for each transcript request is \$10.00.

EEE WAIVERS: Fees are not charged for (1) official transcripts used for initial teacher certification packets processed by the School of Education, (2) Career Services unofficial transcripts copied for potential employers, (3) official transcripts sent to Enrollment Services for attending graduate programs offered at CSU, (4) unofficial copies requested by current students in person, or (5) official transcripts required by foreign agencies to verify academic progress for international students to receive tuition aid from their home countries. Other special case waivers must be approved by the University Registrar.

5. Restriction of Issuance -

A. Official Transcripts - Official transcripts may be issued to an external third party who has been designated by the student in his/her respective request. Official transcripts may be issued to a student; however, the transcript will be provided in a sealed envelope. The envelope will have a sticker reading “Unofficial if not received in SEALED envelope.”

B. Unofficial Transcripts – Current and former students may download unofficial transcripts for advising and schedule planning purposes free of charge. Only official transcripts will be provided/sent to authorized third parties.

6. Financial obligations and/or other “Holds” on student records - An official transcript cannot be processed and released for a student with select “holds” on their records from CSU offices. Students will receive electronic notification of any holds on their records and all fees submitted will be applied to their balance. Once all holds are removed, students may order their official transcript.

However, in keeping with the Federal Educational Rights and Privacy Regulation (FERPA) 99.10 (d), all students may view and download their unofficial transcript through the Order Transcript tab on MyCSU.

7. Transcripts in student files from other institutions - Transcripts received from other institutions become the property of Charleston Southern University and will not be released or copied for third parties. Any exception to this must be approved by the University Registrar, with the student's written consent.

Revised by the Registrar August, 2000; February 2011, June 2017, and September 2022.