

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: E-107
REFERENCE:	TOPIC: Incoming/Outgoing Student Transcripts
ISSUE DATE: May 1, 2006	INITIATED BY: Instructional and Student Support Services Division
CHANGES: New Regulation	DATES OF CHANGES:

1. Incoming Transcripts for Other Purposes (No College Credit Given)
 - a. Transcripts used for Pre-requisites can be hand delivered by students to admissions or assessment, but will not be considered official. Such transcripts cannot be used for awarding college credit.
 - b. Transcripts used for advisement in completing a student education plan in counseling can be hand delivered to a counselor, but will not be considered official for final evaluation towards degree or certification.

2. Incoming Transcripts for Official College Credit (To be used for graduation/transfer and certification. Will be saved permanently on the college's document imaging system.)
 - a. Foreign Transcript Credit: all foreign transcripts are to be evaluated by an approved agency for recommended course credit in accordance with Administrative Regulation E-101. The official foreign transcripts and/or the official report can be submitted by the student directly to Admissions or the International Student Office.
 - b. AP/CLEP scores must be received directly from the official issuing agency.
 - c. High School Transcripts for competency certification can be received directly from the student.
 - d. Military Credit will be accepted from students through their DD214s or other military documents.
 - e. Domestic College/University Credit for Transfer Students: students who wish to have college credit transferred from other colleges and universities need to have an official transcript mailed directly to the Office of Admissions and Records of the College, or other college offices designated by the individual college.
 - f. Electronic transcripts will be accepted through the established protocols.

3. Outgoing Transcripts
 - a. All official transcripts should be mailed in a sealed envelop with a stamp, "unofficial if seal is broken" over the seal and a piece of tape over the wording.

- b. All official transcripts being sent to other colleges or universities should be mailed by the college. If a student insists on hand delivering the transcript, a stamp, "Issued to student" will be placed on the envelope.

4. Exceptions

- a. Exceptions to this policy may be made by the Vice President, Student Services on a case-by-case basis.