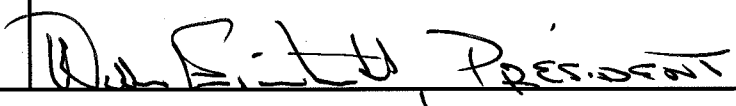


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Academic Transcript
Policy Number:	352
Policy Administrator:	Provost
Policy Initiator:	Registrar
Authority:	American Association of Collegiate Registrars and Admissions Officers – Academic Record and Transcript Guide; Title V.
Effective Date:	07/30/1998
Revised Date:	12/01/2011
Approved:	
Approval Signature:	 PRESIDENT

- Purpose:** In accordance with standards established by the American Association of Collegiate Registrars and Admissions Officers, and pursuant to Title V in the maintenance of official, accurate academic records.
- Scope:** Applies to all past and current CMA students and alumni.
- Accountability:** Office of the Registrar.
- Policy:** It is the policy of the California Maritime Academy to issue transcripts to its students and graduates in a timely fashion.
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Procedures:

Official transcripts of courses taken at the Academic are issued only with the written permission of the student or graduate concerned. Partial transcripts are not issued. Family, friends, and employers of the student may not request the transcript.

A fee of \$4.00 for a single transcript must accompany the written request of the student or graduate. Additional (up to ten) copies prepared at the same time are \$2.00 each. Additional copies (exceeding the first ten) copies prepared at the same time are \$1.00 each. Unofficial copies of transcripts for currently enrolled students are fee of charge.

Transcript requests will be processed within 5 to 10 working days upon receipt of the request. However, in urgent situations, a transcript request will be processed the day it is received for a fee of \$15.00 for the first copy.

Transcript will not be issued for any person who has an outstanding financial obligation to any department of the Academy.

Requests for transcripts should be in written form and accompanied by a check or money order. Requests could be sent to the Student Records Office, California Maritime Academy, P.O. Box 1392, Vallejo, CA 94590.

Further information is available form the Student Records Office at (707) 654-1200.