

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No. 4802

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### Transcript Policy

Date Adopted: 01 April 1993

Date Revised:

Date Reviewed: 24 March 2014

References:

The Office of Admissions, Records and Retention (OARR) maintains a transcript, or permanent record on all COM-FSM students. Recorded on the transcript are all courses taken, the credits earned and the grade awarded for each course. Transcripts are issued upon written request only. Printable [Transcript Request form](#) may be downloaded from the college's [website](#).

Each student is entitled to one transcript free of charge. A fee of \$4.00, paid in advance, is charged for each additional transcript request. A transcript will not be issued until all financial and other obligations to the college have been met.

Students transferring to other institutions of higher education should request the college's OARR to send their official transcript directly to the admissions office of the institution they plan to enter.

Students may also request OARR to mail an official transcript to a prospective employer.

See Administrative Procedure 4802