



**MEMORANDUM**

**TO:** Sandra L. Kurtinitis, President  
**FROM:** Ann R. Carroll, <sup>MC</sup> Acting Dean of Student Affairs  
**SUBJECT:** Transcript Fees  
**DATE:** May 8, 1996

We are recommending that, beginning January 1, 1997, all students requesting official College transcripts will be required to pay a \$3.00 fee.

Students who graduate, effective May, 1996, will automatically receive an official transcript, free of charge, with a letter of congratulations and an explanation of the process to obtain official transcripts.

Students who do not graduate will be required to pay the \$3.00 for all official transcripts they request.

The Registrar's Office will collect the funds and store the fees in a safe in the Registrar's Office. The Registrar will accept cash, or checks, for the transcript fee. On a daily basis, the funds will be brought to the Business Office to be deposited.

The processing details will be jointly agreed upon by the Registrar's Office and the Business Office and will be made available in both offices.

ARC/lcg

cc: Kevin Kiernan  
George O'Rourke  
Tara Fitzgerald-Jenkins

5/8/96  
Approved

OFFICE OF THE PRESIDENT  
RECEIVED 5/8/96