

Pine Technical College Policy and Procedure

Policy Number: 408 REV 1 Date: 10/12/01 Revision Date: 11/17/2008

Division/Department: Business Office

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Subject: Transcript Fee

Authorities:

MnSCU Board Policy 5.11

POLICY:

1. In accordance with MNSCU Board Policy 5.11, PTC will establish an equitable fee for providing official transcripts based upon the cost of the service.

DEFINITION:

Official Transcript: A student's transcript embossed with the college seal and printed on special transcript paper which cannot be photocopied. Official transcripts are requested and required in certain situations by other colleges and some employers.

PROCEDURE:

1. In the Spring Semester of each year, Student Affairs will work with the Business Office to determine the cost of providing official transcripts.
2. The Dean of Student Affairs and the President will seek input from and consult with the Student Senate annually in setting the official transcript fee.
3. The Dean of Student Affairs will recommend to the Campus Roundtable, by May 1 of each year, a transcript fee level for regular and rush service which is to be charged for the upcoming academic year to provide official transcripts.
4. Student Affairs, in collaboration with the Business Office, will modify as necessary needed forms and the process for preparing and issuing an official transcript.
5. The Business Office will coordinate with Student Affairs to establish an effective billing methodology to charge students and graduates the official transcript fee.
6. The procedures for processing transcripts, including related costs, will be published in any cost publications, in the student handbook and posted on the PTC Website.

Dissemination: All appropriate personnel

Reviewed by Executive Cabinet: 10/22/01

Reviewed by Faculty Senate: N/A

Reviewed by: Leadership Team 10/29/01

Reviewed by: Campus Roundtable 11/17/08

Revision Approved: Date: 11/17/08 Robert L. Musgrove, President