


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 543.1</b>	
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		<b>Last Revision Date:</b>	12-02-98
<b>Effective Date:</b>			
<b>Section:</b>	Student Services	<b>Subject:</b>	Transcripts

## **PURPOSE**

The College will provide students with official transcripts.

## **PROCEDURE**

1. Official transcripts are available to students upon request. A charge may be made for transcripts issued.
2. Transcripts will be issued by the Registrar's Office under the following conditions:
  - 2.1 A signed request or appropriate identification has been submitted.
  - 2.2 All financial and other obligations to the College have been met.