

# PROCEDURE MANUAL

## PROCEDURE 543.1



# ARIZONA WESTERN COLLEGE

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**Last Revision Date:** 12-01-2020;  
09-21-2020;  
08-27-2018;  
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**Effective Date:** 12-02-1998

**Last Review Date:** 02-07-2022

**Section:** Student Services

**Subject:** 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. Information is posted on the College's website.
2. Transcripts will be issued by the Registrar's Office under the following conditions:
  - 2.1 Submission of an online request through the National Clearinghouse.
  - 2.2 A signed request or appropriate identification has been submitted.
  - 2.3 All financial and other obligations to the College have been met.