

Transcripts Policy

A transcript is an exact copy of a student's permanent academic record at the time it is issued. It can be either an official or an unofficial transcript, with the latter usually issued directly to and only for the personal information of the student concerned. Partial transcripts are not issued. A Gadsden State transcript includes the student's complete record at GSCC.

Transcripts covering a student's secondary and previous college education that have been submitted to Gadsden State to meet a requirement for admission become part of the Registrar's official file. The College does not reissue or certify copies of transcripts from other institutions. The student concerned must order any required transcripts directly from other institutions where the coursework was taken.

The official permanent academic records for all Gadsden State students are maintained by the Office of Admissions and Records. This information is protected by federal law and released only in accordance with the guidelines set forth in the Family Education Rights and Privacy Act of 1974. Only the student may request a copy of his or her academic record. Friends and family are not permitted access to a student's record without the written permission of that student.

Each student can request one official transcript at no charge. After the initial complimentary copy, a \$5 fee will be assessed for each additional transcript requested.

Gadsden State has partnered with Parchment to accept online transcript requests. All requests must be completed online through OneACCS or directly through [Parchment](#).

If the student wishes to pick up a transcript from the Admissions and Records Office, he/she should be prepared to make the request online and show a photo ID at the time of pickup. Transcripts are issued only at the documented request and authorization of the student concerned.