

## College Operating Procedures (COP)



**Procedure Title:** Transcript Requests  
**Procedure Number:** 03-1710  
**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**

Board Policy  
Florida Statute  
Florida Administrative Code

**Procedure Actions:** Adopted: 7/24/09

**Purpose Statement:** This policy is intended to provide information regarding the processes and institutional regulations associated with transcript requests.

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**Guidelines:**

This policy is intended to provide information regarding the processes and institutional regulations associated with transcript requests.

**Procedures:**

**Transcripts**

Students needing an official Florida SouthWestern State College (College) transcript should submit a completed Transcript Request Form to the Office of the Registrar at least one week before the official transcript is needed. Official transcripts may also be requested via the student's online services ([www.fsw.edu](http://www.fsw.edu)). Transcript requests are not processed for any student or alumnus with an obligation to the College such as unpaid fees, overdue loans, library books, audiovisual equipment, or whose admission records are not complete. The completed transcript request should contain the student's name (at the time they attended the College), student identification number, date of birth, the name and address of where the transcript is to be sent, and the student's signature. There is a \$5 charge for an official transcript. Unofficial transcripts may be obtained via FSW online services (<http://www.fsw.edu/registrar>).