

# Transcripts

## Transfer of Credits

Students may apply coursework from other institutions to their degree program. Credits transferred do not affect a student's GPA at Central but are part of the attempted/completion ratio and are used to determine grade level. Credits will be accepted for classes taken up to twelve years ago.

Credits which are fully accepted at Central must:

1. Be earned at an accredited institution
2. Apply to a program at Central
3. Have a grade for the course that is a C- or above

Comparable credits earned at non-accredited institutions may be accepted provisionally, subject to validation by the student satisfactorily completing 15 credits at Central with a C (2.00) average.

Students who have received college credit via dual credit in high school courses or from other college courses are required to have the college granting credit to send a final official transcript before any credit can be applied at Central.

Credits will be applied to a student's grade level once the Academic Services Office receives a final official transcript from the granting school.

## Examination Credits

Central accepts **Advanced Placement (AP)** scores of 3 or higher for college credit in place of required general studies courses.

**College Level Examination Program (CLEP)** scores of 50 and above may also be accepted in place of required general studies courses. Each examination is worth three college credits.

Central may accept up to 15 **Credits for Prior Learning (CPL)** if it has been transcribed by an accredited college and applies to a CCCB degree.

**Correspondence credit**- Central may choose to accept a maximum of 30 credits of accredited correspondence credit toward a degree, providing that it applies to a CCCB degree and is accompanied by a transcript from an accredited college.

## Ordering a Transcript

Past students may print their own unofficial transcript using the student portal or pay a transcript fee for each official transcript. A signed request is required using the transcript request form available in the academic services office or online at <https://cccb.edu/academics/transcript-requests>

Any remaining balance on the student's account must be paid before an official transcript will be released. Current students who have paid the [student fee](#) may request up to 3 free official transcripts per semester.

Students need to allow 7–10 days for a transcript to be processed. Transcripts for a third party must remain sealed to be considered official.

## Policy on Name Change

A student's name can be changed during enrollment if legal documentation is provided to verify the change. If a student is no longer enrolled, the student's name will remain the same in the records as it was when they were last enrolled.

If legal documentation of a name change accompanies a transcript request, the Registrar may provide a "Transcript Addendum" to provide confirmation of the student's identity.