TRANSCRIPTS STANDARDS AGREEMENT

Palo Alto College (PAC) and Center for Student Information (CSI)

I. CSI operates as an outsourced service to assist PAC process academic transcripts. PAC's standards for this processing are as follows.

II. Transcript
    The following articles delineate the understanding related to transcript content.
    A. Header
        1. Names of the institutions followed by "Alamo Community College District"
        2. Center of transcript "Official Academic Transcript"
        3. Official institution seal of the institution conferring the award on the front right corner of the transcript
        4. Signature of the institution registrar / Dean of Student Success

    B. Sub header
        1. Record of: "Student Name"
        2. Date issued
        3. Current name
        4. Date of birth
        5. Student ID
        6. Level
        7. Social Security Number

    C. Current Program Information
        1. Course level
        2. Student type
        3. High school
        4. First admit date
        5. Last admit date
        6. Current program name
        7. Name of college
        8. Pre-major

    D. Degree Awarded (if applicable)
        1. Name of award
        2. Name of program
        3. Date of award
        4. Name of institution
        5. Pre-major

    E. Transfer Credit Accepted by the Institution (these are to include intra-district transfer courses)
        1. Name of transfer institution
        2. Course names
        3. Transfer earned hours
        4. Earned hours

    F. At Census date
        1. Course prefix and number
        2. Course title
        3. Semester hours enrolled

G. For each course at term:
1. All of the above, and
2. Hours earned
3. Quality points earned
4. Institutional Term and Cumulative Grade Point Average (GPA) for hours earned in term
5. Overall Term and Cumulative combined GPA for all district institutions for all hours earned
6. Honors designation (if applicable; to be determined by institutional GPA)

H. Core Curriculum information
1. For each core course earned:
    i. Component area number
    ii. Course rubric and number
    iii. Grade earned
    iv. Term when course was earned
2. Notation of whether core curriculum was completed

I. Field of Study information
1. The Field of Study name
2. Each course completed in approved field of study

J. Required assessment information (TSI status)

K. Any credit by examinations and non-traditional experiences for which credit is awarded

III. Term
The term of this agreement begins January 2017. The College President will review the agreement on at least a biennial basis for continuous improvement.

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Dr. Mike Flores, President, Palo Alto College

Date: _1- 9- 17_____

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Dr. Liz Garza, Director, Center for Student Information (SCI)

Date: _1-9-17_____