

MICHIGAN JEWISH INSTITUTE

Policy and Procedure Manual

Functional Area: TRANSCRIPTS/GRADE MANAGEMENT **Policy No.** TGM 1225

Title: Transcript Request and Fee Schedules

Effective Date: May 9, 2002

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GENERAL PURPOSE:

This policy is intended to provide a process and procedure that will insure consistent and fair administration of transcript requests and the MJJ transcript fee schedule.

POLICY:

It is the policy of MJJ that all student requests for transcript services be completed using the MJJ forms available for this purpose. Transcript services will only be provided to (prospective) students who are current with all their financial obligations to the school (prospects must have paid all application fees and active students must have their MJJ accounts current.)

It is also the policy of MJJ that all requests for transcripts be discharged using the uniform fee schedule published herein. The uniform fee schedule itemizes all charges for inbound transcript requests (i.e., requests by (prospective) students that MJJ obtain official transcripts from other institutions for use by MJJ) and outbound transcript requests (i.e., the issuance of an official MJJ transcript for use by another institution.)

For the purposes of this policy, the term, "Official Transcript" is defined as:

An official transcript is one that has been sent directly from the issuing institution. It must bear the institutional seal, date, and signature of an institutional official authorized to sign the transcript. Transcripts that do not meet these requirements are not considered official and are routinely rejected for any permanent use, including documentation of accomplishment.

All MJJ employees will be oriented on this policy and procedure and will make it part of their records management] activities.

PROCESS:

Staff responding to correctly completed transcript requests will use the following fee

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schedule in determining actions and charges, if any:

MJI TRANSCRIPT FEE SCHEDULE (as of June 2002)

Students requesting that transcripts be sent to MJI (inbound): **FEES**

Applicant MJI Students requesting high school and/or college transcripts **NC**

Active MJI Students requesting transcripts from schools identified on original MJI application. (Student must contact source institution and pay for transcript.)

MJI will reimburse student with evidence of payment

All other inbound transcripts (e.g., for current studies elsewhere, institutions attended but not identified on original application to MJI, etc.) Student must contact source institution and pay for transcript. **NA**

Students requesting that MJI transcripts be sent to other institutions (outbound)

Active MJI students (MJI will send "return receipt requested") **\$5.00**

Graduating students (one sealed "student copy" sent to student with degree) **NC**

Dual Program students (first transcript, sent "return receipt requested") **NC**
Additional transcript requests **\$5.00**

All others (MJI will send "return receipt requested") **\$5.00**

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**MJI TRANSCRIPTS ARE ONLY PREPARED FOR STUDENTS WHO ARE
CURRENT WITH ALL FINANCIAL OBLIGATIONS.**

AUTHORIZATIONS: (at least one signature is necessary to enact this policy/procedure)

President

Dean Of Academic Administration