



Project Overview Statement

Executive Summary

Project Title: Transcript Fee
Project ID: 28
Project Leader: Karen Lee Murphy
Department: Student Affairs
Executive Sponsor: Silvia Husain

PROJECT BUSINESS CASE

Project Overview
<ul style="list-style-type: none">• A flat \$5.00 Transcript Fee per request will be charged. Implementation period Fall of 2006.• All official transcripts for credit and non-credit course work will incur the fee.• Three free official transcripts will be issued to graduates. They will be mailed to students after final graduation determination. Students will not need to request.• The fee collection process will require an interface for payment to be placed between the request process and release process for electronic and hard copy transcript request.
Business Goals
<ul style="list-style-type: none">• Generate a recurring revenue stream of \$774,050 or more annually.
Success Factors
<ul style="list-style-type: none">• State funding formulas for the community colleges do not take into account services that are requested and provided beyond students' attendance at the institution. The issuance of transcripts is a lifetime obligation on the part of the college. The College will generate revenue in order to maintain quality services for all students. This includes the obligation to maintain their formal academic record forever.