

REQUESTING TRANSCRIPTS

PURPOSE

To document the procedure and cost of obtaining an official university transcript.

POLICY

Transcripts are issued by the Registrar's Office through the Student Administrative Services Center for Day Division students and by the Office of Graduate and Continuing Education for continuing education students. Transcripts must be requested in writing by the student. Telephone requests are not accepted. There is a processing fee for each transcript. Official transcripts bearing the university seal are not issued directly to students or graduates.

Students may request unofficial copies of their transcripts for their own use or sealed, official copies to be hand-delivered by the student. Sealed, official transcripts are stamped "Not valid if seal is broken" on both the transcript and envelope.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.