

TRANSCRIPTS

ASK A QUESTION OR SUBMIT FEEDBACK ON THIS POLICY

Effective Date: Fall 2024

Last Reviewed: Fall 2023

Last Revised: Spring 2024

Next Review: Fall 2028

Policy Statement

The integrity of a student's academic transcript is fundamental to the validity of coursework and degrees certified by the university. Therefore, all student transcript entries (grades and other notations) are finalized when the degree is officially posted to the permanent academic record following the effective date of graduation. Subsequent revision and alteration of any transcript entry, after the relevant degree is awarded, is permitted only for the correction of a proven error as certified by the appropriate academic dean and the registrar. Degrees are posted to students' permanent academic records approximately 30 days following the effective date of graduation.

Reason for Policy

The integrity of a student's academic transcript is fundamental to the validity of coursework and degrees certified by the university.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

- Transcript Requests

Additional Resources

- Financial, Billing and Enrollment Center
- Transcript Legend

Frequently Asked Questions

1. **What's the difference between an official and unofficial transcript?**
Official transcripts contain the seal of the university and the signature of the university registrar and are sent directly to the final recipient (e.g., your employer or graduate school). Unofficial transcripts are available to current students via FlashLine and are for your own reference only.
2. **When will my most recent grades or degree be noted on my transcript?**
Final grades and degree postings do not appear on official transcripts until the end of the term. To find processing dates, visit Grades and Transcript Processing Dates. Degrees are posted to students' permanent academic records approximately 30 days following the effective date of graduation.
3. **How do I request a transcript?**
Students can request transcripts online. For more information on requesting transcripts, visit the Transcript Requests website.

Additional FAQ: Transcripts

Definitions

- **Transcript:** The accurate and complete record of a student's academic coursework attempted at an institution, presented in either electronic format or paper format.

Related Information

- Grade-/Mark-To-Grade Change Policy
- Grading Policies and Procedures
- Graduation
- Student Responsibilities

Revision History

Amended August 2024: Policy is revised to eliminate the withholding of a student's transcript due to financial obligations and to add language that revisions to a transcript after the awarding of a degree is permitted to correct an administrative error.