

**3341-3-22 Transcripts- Graduate.**

Applicability	All University Units – Graduate Students
Responsible Unit	Office of the Provost
Policy Administrator	Graduate College

**(A) Policy Statement and Purpose**

This policy describes transcripts and ownership of transcripts.

**(B) Policy**

An official transcript of a student's record is used for transferring credits to other colleges and universities and for transmitting information to certifying agencies and employers. An official transcript is issued only at the written request of the student. An official transcript is not released for a student who is delinquent on any financial obligation to the University. Details regarding the transcript request process, including a link to a printable transcript order form can be found at [Ordering Official Transcripts](#).

Transcripts from other institutions that have been presented for admission or evaluation become part of the student's permanent academic file and are not returned or copied for distribution. Any students desiring transcripts covering work completed elsewhere should request them from the institutions concerned.

Registered Date: March 24, 2015