

RECORDS AND TRANSCRIPTS

Policy Number: A.03.01

SCOPE

All Undergraduate Students.

PURPOSE

To define policy pertaining to academic records and transcripts.

POLICY/PROCEDURE

Students admitted to the University with incomplete academic files must complete their files before December 15th for the fall semester and May 15th for the spring semester. Those who fail to comply with this requirement will be denied registration for subsequent semesters until the files are complete.

Records

The Registrar of the University is responsible for maintaining official student educational records.

Changes to academic records

A student who questions an enrollment record (including a grade) as recorded in the Office of the Registrar has a period of one year, beginning with the end of the term in which the record was entered, to challenge its accuracy. At the end of one year the permanent record will become the absolute record, and changes may not be made.

Student Access to Records

Students wishing to review their educational records must make written request to the Registrar, listing the items they wish to review. Only records covered by the Family Educational Rights and Privacy Act of 1974 will be made available. The Registrar will respond within 45 working days of receiving the written request.

Transcripts

Requests for official transcripts must be made in writing to the Registrar's Office or submitted online through the Registrar's Website. By law, an official transcript may not be released without the student's written request. The processing of a transcript request normally takes two working days and is generated at a cost of \$8.25 for each official transcript, to be paid at the time of the request. No transcript will be released if a University hold exists on the student's record. To be official, a transcript must bear the official seal of the University and the signature of the Registrar, and the envelope seal must not be broken. Only official transcripts are sent outside the University.

APPROVED: Dr. Robert Ivany

Date: September 1, 2010

Effective Date: September 1, 2010

University of St. Thomas Policies

Policy Area:	Academic Records
Policy Committee or Task Force:	NA
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Title of Reviewer:	VPAA