

<b>Transcripts</b>	Procedure Number	532
	Effective Date	March 14, 2025

**1.0 PURPOSE**

To establish the standard operating procedure for transcript requests.

**2.0 REVISION HISTORY**

Established on: March 14, 2025

**3.0 PERSONS AFFECTED**

Students

**4.0 DEFINITIONS**

Official Transcript – A complete record of a student’s academic history, authenticated by the University seal and the Registrar’s signature.

Unofficial Transcript – A complete record of a student’s academic history, provided without the University seal or the Registrar’s signature.

In-Progress Transcript – A comprehensive record of a student’s academic history, including a list of currently enrolled courses for the most recent semester, as indicated by the transcript key.

Incomplete Transcript- Transcripts with redacted, missing, or incomplete information will be considered "in-progress" until all required details are provided.

**5.0 PROCEDURES**

**Incoming Transcripts**

Students must submit official transcripts from all previously attended institutions. Any self-reported attendance or attendance identified during the admissions process will be recorded as previous enrollment and will also require the submission of official transcripts. Transcripts from other institutions must be sent to UA-PTC directly from the original issuing institution.


**Outgoing Transcript Request**

Transcripts are issued only at the request of the student and must include the student’s signature. Transcript requests should be made at least three working days prior to the desired date of issue. The fee per official transcript published by the Office of Records must be received before a transcript is issued. Transcripts presented for admission or evaluation of credit become part of the student’s permanent record and are not reissued.

Transcripts may be requested in person or online, as described on the Office of Records website. A transcript can only be released with the written authorization of the student. Photo identification will be required for transcripts picked up in person.

If students have an outstanding balance, they should make every effort to settle it, and they can find more information on payment options by visiting the UA-PTC website: Student Workday - Paying for Classes.

In accordance with U.S. Department of Education regulation 34 CFR § 668.14(b)(33), UA-PTC will not withhold official transcripts or take any other negative action against a student related to a balance owed by the student that resulted from an error in the institution's administration of the Title IV, HEA programs, or any fraud or misconduct by the institution or its personnel. Further, per 34 CFR § 668.14(b)(33), upon request by a student, the institution will provide an official transcript that includes all the credit or clock hours for payment periods in which the student received Title IV, HEA funds and for which all institutional charges were paid or included in an agreement to pay at the time the request is made, so long as the student has made at least one payment and is current on payments under the plan.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Ashley Henry-Saorrano, Office of Records	September 2024
Ratified by:	College Council	March 14, 2025
Recommended by Chancellor (Signature)		3/16/25
UA Policy Alignment:	UA Board Policy 505.6	