



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Transcript Request Policy

VOLUME, SECTION & NUMBER:

1.2.22

ENTITIES AFFECTED:

Current Students

Past Students

ADMINISTRATIVE AUTHORITY:

Division of Academic Affairs

Office of the Registrar

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

December 18, 2023

REVISED FROM:

Previous Version of Policy

POLICY STATEMENT:

All outstanding obligations—whether financial, academic, or administrative—that are owed to Kentucky State University must be cleared before a transcript request.

In accordance with the Federal Family Education Rights & Privacy Act (FERPA) of 1974, as amended, student records cannot be released without students' prior written consent.

Pursuant to the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the University is charged with protecting the security, confidentiality, and integrity of its students' records and must maintain security measures to protect and store such data. The security and confidentiality of student records are critical to the integrity of the institution. Standard 12.5 of the Principles of Accreditation recognizes the University's responsibility to oversee the release and use of all student records and institutional data containing personally identifiable information. This responsibility encompasses four (4) key aspects: (1) security, (2) confidentiality, (3) integrity, and (4) data protection and backup.

DEFINITIONS:

Transcript

Serves as the official record of study and details what classes a student completed, the grades the student earned, the dates the student attended the University, any majors or minors that were awarded to the student, and the student's overall grade point average (GPA).

National Student Clearinghouse

A non-profit organization founded by the higher education community that streamlines the student record verification process for colleges and universities, students and alumni, lending institutions, employers, and all other organizations.

PROCEDURES:

Kentucky State University has authorized The National Student Clearinghouse to provide online transcript ordering services. Students can order transcripts using major credit and debit cards. A student's credit or debit card will only be charged after his or her order is completed. Transcripts cannot be released if any holds are on a student's account. Holds must be resolved before a transcript request can be processed.

To purchase an official transcript, the requester must complete the following steps:

- Access The National Student Clearinghouse's secure website [www.getmytranscript.com].
- The National Student Clearinghouse's site will explain how to place an order and will provide information on delivery options and fees. Students may order as many transcripts as they would like in a single session. Fees will be assessed based on the vendor.

Students should note the following:

- Transcripts will be processed by the University's Office of the Registrar within three to five (3–5) business days following the Office's receipt of the order from the vendor. Order updates will be emailed to students with an outstanding request. Students can also check their order status and history online.
- If the transcript is to be physically mailed through the United States Postal Service, delivery may take up to ten (10) business days.

STATUTORY OR REGULATORY REFERENCES:

Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99)

The Principles of Accreditation: Foundations for Quality Enhancement (SACSCOC)
