

Date Updated and Published: Sept. 2018**Revision History:****Review: Annually****Last Date Reviewed:** December 2019**DEFINITIONS**

A transcript is the written record of a student's academic career at the University.

An official transcript is a document containing the academic record and issued at the request of the student to a third party. A fee is charged for an official transcript. Official transcripts are produced in secure electronic file format (.pdf) or as a paper copy printed on the approved official transcript paper maintained by the University Registrar.

An unofficial or advisor's transcript is a transcript produced for administrative purposes or for the student's use. No fee is charged for an unofficial transcript. Unofficial transcripts are printed on plain paper from the ePortal or by the student's advisor.

POLICY

Bethel University releases official transcripts only through the Office of the University Registrar. Employees may not print official copies of transcripts for their own use or for the use of other students. Employees are prohibited from printing official copies of other employees' transcripts. Printing an official copy of a transcript is considered theft and misconduct. Printing another employee's official transcript may be a FERPA violation if a waiver is not on file.

RESPONSIBLE PARTIES

University Registrar, any employee with rights to print official transcripts, Chief Academic and Compliance Officer.

PUBLICATION

This policy shall be published on the University website and Employee Handbook.