



**OVERVIEW:** This information explains the student's official academic record at The College at Brockport.

**OFFICE/DEPARTMENT RESPONSIBLE:** Office of Registration and Records

**DATE UPDATED:** July 2008

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The transcript is the College's official record of both your attendance at this institution and your academic performance. That is, it contains your dates of attendance, a list of all the courses you took, all the academic credit you received for these courses, and the grades you earned in the process. Also, it contains information on whether or not you were ever dismissed, for academic or other reasons. If you were granted credit towards your degree from another institution or any other source, your transcript contains this information as well (although not the list of specific courses or grades).

When a course is entered onto your transcript, it is there to stay unless there is conclusive evidence that it arrived there in the first place due to error. Courses that you drop during the first four weeks of the semester don't show on your transcript. But if you withdraw later in the semester, this will show permanently on your transcript. Similarly, if you repeat a course, your previous attempt, together with the grade earned, stays on the transcript. The previous grade no longer counts in your cumulative GPA, but the record of your having taken the course remains.

Transcripts come in two versions: official and unofficial. If you need a copy for your own information (and you already get one with each grade report), you can request an unofficial, free copy at the Information Desk in the Office of Registration and Records.

If a graduate school, an employer, or another college requests your transcript, however, they want an official one. Official transcripts carry the College seal, and are not passed through your hands unless in a sealed envelope to be carried directly to the office making the request. **Do not break the seal.** If you do, the transcript will no longer be "official." Generally, it is better to have us send the transcripts directly. Official transcripts require a written request with your signature and cost \$5 per copy. In order to receive transcript release privileges, a student must be in good financial standing with the College. If an account balance exists, transcripts will be released only when the outstanding financial obligation has been completely satisfied.

Be prepared to provide identification when you appear at the Office of Registration and Records to request an official or an unofficial copy of your transcript. We do not divulge your private business to anyone but you, or to others at your personal request. This policy means you can't request one by telephone, for your own protection. But you can do it by regular mail, e-mail or fax — just make sure you include your name (as it was when you attended, and any other name

we may know you by), your social security number or Banner number, the dates of your attendance, transcript fee, and to whom you wish it sent.

All students wishing to receive federal or state financial aid are required to provide proof of high school graduation or the equivalent. A final high school transcript showing date of graduation or a copy of a Graduate Equivalency Diploma (GED) must be sent to the Office of Undergraduate Admissions as soon as possible to facilitate the financial aid process. Financial aid cannot be disbursed unless proof has been received of your high school graduation.

Other questions concerning your transcript? Contact one of the professionals in the Office of Registration and Records.

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