

**MEMORANDUM**

**TO:** Amy Nielsen, Executive Secretary  
Faculty Senate

**FROM:** Becky Bitter, Registrar's Office

**FOR:** Academic Affairs Committee

**DATE:** 9 October 2019

**SUBJECT:** Proposal to Establish New Rule 140, Transcripts

At its meeting on October 8, 2019, AAC approved a proposal to establish new Rule 140, Transcripts. The following information has been part of the Summary of Academic Policy section of the catalog. The text from that portion is being merged into the academic regulations to benefit students and others.

**140. TRANSCRIPTS**

An official copy of a student's academic record at Washington State University that bears the official seal of the University and the signature of the Registrar is referred to as a transcript. The transcript must include all classes taken at Washington State University and their respective grades.

Requests for official transcripts may be ordered at [www.transcript.wsu.edu](http://www.transcript.wsu.edu). Official transcripts are not held for grades or degrees and students should review their unofficial transcript prior to ordering the official transcript. NOTE: financial indebtedness to the University or conduct holds will prevent the release of a student's transcript.

Transcripts of secondary or higher education study that have been submitted to WSU as a requisite for admission cannot be returned to the student. Students desiring transcripts from other institutions must order official transcripts directly from the institution at which the work was taken. WSU does not issue or certify copies of transcripts from other institutions. Copies of international transcripts of which WSU possesses the original copy may be requested using the Non-WSU, International Transcript Request form, also available online.

At this time, Faculty Senate review and approval is recommended, to be effective fall 2020.