

# TRANSCRIPTS

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A transcript is an official document of the permanent academic record maintained by the University Registrar's Office. The permanent academic record includes all TWU courses attempted, all grades assigned, degrees and TWU certificates received with majors and minors, and a summary of transfer hours accepted. The unofficial transcript provides the same information as well as an itemized listing of attempted, completed, and graded transfer work. Repeated courses do not factor in the GPA, and Academic Fresh Start courses are labeled as such and remain posted on the official and unofficial transcripts with their original grades.

Additionally, the official TWU transcript notes academic status (good standing, probation, suspension, or dismissal), any active disciplinary status (suspension or expulsion), TSI statuses, a count of eligible drops subject to the State of Texas Six-Drop legislation, and core course notations.

Personally identifiable information displayed on the official and unofficial transcripts includes the Colleague identification number, redacted social security number only displaying the last four digits, current legal name, and current mailing address.

Official transcripts ordered from and produced by the University Registrar will include the complete permanent academic record as described above. This includes all levels of work by the student at the institution, and no partial transcripts that exclude coursework or career levels will be issued.

In accordance with the TWU FERPA policy (Family Educational Rights Privacy Act), transcripts can only be released to the student or a third party upon signed, written authorization of the student, except in certain situations prescribed by Federal law.

Students can access their unofficial transcript or request a printed copy from the University Registrar, regardless of any blocks on their account. There is a \$10.00 charge for each copy of an official transcript, but there is no charge for an unofficial transcript. Transcripts ordered through the online ordering system or paid with a credit card will be charged additional fees based on the service requested.

Students wishing to have a transcript order not processed until after the posting of grades or a degree should indicate this at the time the order is placed.

**Note:** Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides as follows: *Section I.* No person may buy, sell, create, duplicate, alter, give or obtain; or attempt to buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document. *Section II.* A person who violates this act or who aids another in violating this act is guilty of a misdemeanor and, upon conviction, is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.