SECTION 8: STUDENT RECORDS

8-7 OFFICIAL TRANSCRIPTS OF ACADEMIC RECORDS

A. The Registrar compiles, maintains, and administers official transcripts of record.

B. Each student’s official transcript of record may include, but is not limited to, the following information:
   1. Name of student;
   2. Date of birth;
   3. Name of the high school attended and the year of graduation;
   4. Transfer credits or summary of credits accepted in transfer, if any;
   5. Courses taken, hours completed, grades received, grading system, and grade point average;
   6. A statement of probation/dismissal;
   7. President’s Honor Roll, Degree, Honors;
   8. Academic degree(s) granted by the University;
   9. Date(s) of graduation from the University.

C. The Office of the Registrar shall send, issue, or release a student’s official transcript or record only:
   1. At the student’s written request; or,
   2. In accordance with Section 8-3 of the Code.

D. A transcript or record shall contain the information described in Section 8-7-B, and shall not be furnished in part or with information omitted or deleted.

E. The Registrar shall maintain a register of requests for official transcripts. This register of requests is part of the student record.

F. A student who fails to pay a debt owed to the University may have his/her official transcript withheld until the debt is paid.

G. The President or Vice President for Student Affairs may withhold the issuance of an official transcript for an academic degree pending a hearing against a student who violates a rule or regulation of the University of North Dakota when, in the opinion of the official, the interest of the University of North Dakota would be served by interim action.

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