

# Transcripts

Official transcripts of courses taken at SUA are issued only with the written permission of the student. Requests for transcripts to show end of current session's work are held until all grades are recorded.

Students should make their requests through the Office of Student Accounts or order online through National Student Clearinghouse by going to [www.getmytranscript.com](http://www.getmytranscript.com). Regular service requests are generally processed within 3-5 working days after receipt of request. The fee for regular service is specified on the Official Transcript Request form. Rush service is available for an additional fee of \$10. These will be processed within 1-2 working days after receipt of request. There is no additional fee for mailing your transcripts via US first class mail. You may have your transcript sent via express delivery to any valid domestic address or international address for an additional cost as specified on the Official Transcript Request form. Express delivery rates may change in accordance to current express delivery costs.

Transcripts from other institutions that have been presented for admission become part of the student's permanent academic file and are not returned or copied for distribution. Students desiring transcripts covering work attempted elsewhere should request them from the appropriate institutions.