

## **Official Transcripts**

Transcripts are prepared by the Registrar's Office in accordance with the policies of the American Association of Collegiate Registrars. Transcripts are sent only upon the written request of students. Where Rowan University transcripts show credit hours earned at other institutions, the official transcripts from those institutions have become a part of the student's permanent file in the Registrar's Office. Rowan University does not make copies of other institution's transcripts. It is necessary to obtain such transcripts directly from the institutions concerned.

To process a request for each official Rowan University transcript, there is a charge.

Disclosure of information contained in students' official transcripts may only be done in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Revised 8/2010