Transcript Policies and Procedures

Purpose:

To facilitate a student’s ability to order a complete, chronological listing of his or her USF academic history.

Policy:

I. Transcript Policies and Procedures
   a. Transcripts are $10 per copy.
   b. All financial obligations to the University must be satisfied prior to the student being permitted transcripts or copies of their educational records. In addition, the University reserves the right to deny transcripts or copies of records not required by FERPA, if there is an unresolved disciplinary action against the student or an unresolved litigation between the student and the University of South Florida.
   c. USF does not release unofficial transcripts as they are for internal purposes only; e.g. advising. They should not be distributed to students but rather are only made available through Florida Virtual Campus (formerly FACTS.org) for students whose records are active. Once a student’s record becomes inactive, they must request an official transcript. Students may still review their courses and grades by term in OASIS.
   d. USF St. Petersburg obtained autonomy effective August 2006 and USF Sarasota-Manatee obtained autonomy effective August 2009. Each campus has been granted access to print transcripts for students whose home campus has been designated USFSP or USFSM respectively, effective dates mentioned.
   e. Electronic Data Interchange (EDI) transcripts are processed automatically by the system. Students should be directed to submit their request via OASIS.
   f. Transcript requests ordered online via USF’s Online Access Student Information System (OASIS) are printed overnight at the Tampa Campus.

II. Requesting Transcripts
   a. Transcripts of a student’s USF academic record may be released only by authorization of the student, online at http://usfonline.admin.usf.edu/, in person, or by writing a letter and mailing in the transcript request to USF. By law, requests must include the student’s identification number, date, and student’s signature. The NETID and password used to authenticate a student via OASIS serve as the student’s electronic signature for purposes of ordering transcripts online.
   b. Transcripts are normally mailed/ready for pick-up within two working days after the request is received.
   c. Letter requests must include:
      1. Date of request and student’s current address
      2. Student ID number and full name
      3. Name and complete address of recipient
      4. Number of copies and special instructions, such as “hold for current term grades” or “hold for degree statement”
5. Student’s signature

d. Current term grades are posted approximately one week after final exams end. Degree statements are posted approximately four to six weeks after the graduation ceremony. If grades for the current term are needed, or the degree statement needs to be on the transcript, clearly indicate that the transcript request is to be held for grades or degree.

e. To order transcripts by mail, send payment ($10.00 per copy, check or money order only) and letter to:

University of South Florida
Registrar’s Office
4202 E. Fowler Ave.
SVC 1034
Tampa, FL 33620

USF St. Petersburg
140 7th Ave., South
Bay 102
St. Petersburg, FL 33701

USF Sarasota-Manatee
8350 N. Tamiami Trail
Sarasota, FL 34243

f. To order a transcript in person, hand-carry payment (check, money order or cash) and letter to:

1. USF Tampa Cashier’s Office in SVC 1039.
2. USF St. Petersburg Cashier’s Office in Bay 208.
3. USF Sarasota-Manatee Cashier’s Office in B116.

Note: Transcript fees are nonrefundable and subject to change. For security reasons, USF does not fax or email transcripts.

III. Official transcripts will state the following:

1. Name
2. Social Security Number
3. Date printed
4. Residency status for tuition purposes
5. All courses taken at each campus; campus will be identified
6. Grades received for each course
7. Any transfer coursework submitted
8. Test scores
9. GPA total by term and overall
10. Degree(s) awarded, if earned

IV. When entering “hold for end of term grades” or “current term degree” dates in Banner the following formula is used:

1. Held for end of term date is the end of term plus 10 working days. For example, if the term ends May 4th, the date used will be May 18th.
2. Held for current term degree date is the end of term plus 42 working days. For example, if the term May 4th, the date used will be July 6th.
   ➢ Do not count working days when the University is closed.

V. Transcript Tracking
   a. Claims of missing transcripts must be made within one calendar year of the original print date in order to produce reprints at no charge.

   b. Reprints of transcripts assumed to have gone missing are not permissible without confirmation from the third party (to which they were mailed) that the transcript was not received. Complimentary transcripts may only be printed if it has been at least 10 working days from date transcript was originally requested. If a student states they have not received the transcript that was sent to their home address, they must provide us with a written statement, prior to receiving the reprinted transcript at no charge. Documentation must be attached to duplicate transcript request. The transcript may only be mailed to the original address.