

TRANSCRIPTS

INCOMING TRANSCRIPTS/TRANSFER CREDIT

UA Cossatot may grant credit for previous training and/or courses from other institutions accredited by an accrediting agency recognized by the U.S. Department of Education to students under certain conditions. Transcript evaluations will be completed upon receipt of official transcripts from previously attended institutions. In order for a course to be eligible for transfer a grade of C or better must have been earned in the course.

Students must submit official transcripts from all institutions they have previously attended. Any self-reported attendance or attendance identified during the admissions process will be recorded as previous enrollment and will also require the submission of official transcripts. Transcripts from other institutions must be sent to UA Cossatot directly from the original issuing institution.

OFFICIAL TRANSCRIPT

- An official transcript is defined as the complete, unaltered academic record issued directly by the originating institution authenticated by the University seal and the Registrar's signature.
- Transcripts received directly from the student via personal email, upload, or hand-delivered shall not be considered official.
- Foreign transcripts will require verification through a credential evaluation service to confirm their authenticity, determine the U.S. equivalent, and prevent fraud.
- Paper transcripts must arrive in a sealed envelope bearing the institution's seal, stamp, or signature. If the transcript is opened or altered, the transcript will be deemed unofficial.
- Electronic transcripts must be transmitted through secure delivery systems (e.g., National Student Clearinghouse, Parchment, Triand, or Scribbles).
- The transcript must bear the institution's official seal, watermark, or registrar's signature.
- Transcripts issued in a language other than English must be accompanied by a certified English translation by an approved translation service (e.g., InCred, World Education Services, and Educational Credential Evaluators)
- Transcripts will only be accepted from institutions that are legally authorized and accredited.
- Fraudulent transcripts submitted for admissions will lead to the dismissal of the application to UA Cossatot.
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UNOFFICIAL TRANSCRIPT

- A complete record of a student's academic history, provided without the University seal or the Registrar's signature.
- Transcripts submitted by the student directly, including photocopies, scanned documents, or opened envelopes, will be classified as unofficial.
- Unofficial transcripts may be used for preliminary advising, but they will not be used to finalize admission decisions or to award transfer credit.

IN-PROGRESS TRANSCRIPT

- A comprehensive record of a student's academic history, including a list of currently enrolled courses for the most recent semester, as indicated by the transcript key.
- Students may enroll in courses. They will be placed on a transcript hold until an official transcript is provided.

INCOMPLETE TRANSCRIPT

- Transcripts with past due balances, redacted, missing, or incomplete information will be considered "unofficial" until all required details are provided
- Incomplete transcripts will not be used to finalize admission decisions or to award transfer credit.

OUTGOING TRANSCRIPTS/TRANSCRIPT REQUEST

Transcripts are issued only at the request of the student and must include the student's signature. Transcript requests should be made at least three working days prior to the desired date of issue. Transcripts may be requested in person or online, using the National Student Clearinghouse. Transcripts from other institutions presented for admission or evaluation of credit become part of the student's permanent record and are not reissued.

In accordance with U.S. Department of Education regulation 34 CFR § 668.14(b)(33), UA Cossatot will not withhold official transcripts or take any other negative action against a student related to a balance owed by the student that resulted from an error in the institution's administration of the Title IV, HEA programs, or any fraud or misconduct by the institution or its personnel. Further, per 34 CFR § 668.14(b)(33), upon request by a student, the institution will provide an official transcript that includes all the credit or clock hours for payment periods in which the student received Title IV, HEA funds and for which all institutional charges were paid or included in an agreement to pay at the time the request is made, so long as the student has paid all institutional charges for that period; OR, the student has entered into a written payment plan for the outstanding charges related to that period. Transcripts may be withheld for terms in which the student did not receive Title IV federal aid, and unpaid institutional

charges remain; OR, periods in which the student received Title IV aid but did not fully pay their charges and has not entered into a payment plan.

If students have an outstanding balance, they should make every effort to settle it, and they can find more information on payment options by visiting the UA Cossatot website: Student Workday - Paying for Classes.

TRANSCRIPT REQUEST REVIEW

The Registrar's Office will verify if there are any outstanding financial holds on the student account. If there is a financial hold, the Registrar will coordinate with the Business Office to determine:

- Whether the transcript request includes academic periods with Title IV aid.
- Whether those periods have unpaid charges.
- Whether a payment plan exists for those charges.

DETERMINING TRANSCRIPT ELIGIBILITY

Release of official transcripts will only occur if all criteria are met across all academic terms included in the transcript. No partial transcript releases will be processed.

- Withhold transcript only for:
 - Academic terms not covered by Title IV aid and with unpaid balances, or
 - Title IV terms with unpaid charges and no payment arrangement in place.

COMMUNICATION WITH STUDENTS

If a transcript is withheld, the student will be notified in writing:

- The reason for the hold
- The specific term(s) involved
- What actions the student must take to resolve the hold (e.g., initiate a payment plan)

PAYMENT PLAN ARRANGEMENT

Students may contact the Business Office to arrange a payment plan for unpaid charges.

Once a valid payment plan is in place with first payment being made, the hold will be updated, and the Registrar's Office will process the transcript release. If a payment is missed and payment plan is no longer in good standing, then further transcripts will not be released until the outstanding charges are paid.

DEFINITIONS

Title IV Aid: Federal financial aid programs including Pell Grants, Direct Subsidized/Unsubsidized Loans, and others authorized under Title IV of the Higher Education Act.

Institutional Charges: Tuition, fees, and other charges directly billed by the College for enrollment and attendance.

Policy History:

September 8, 2025		
July 9, 2018	January 12, 2015	January 1, 2011
January 8, 2018	September 30, 2013	July 30, 2011

TRANSCRIPT EVALUATIONS

- College transcripts are received and scanned, in color, the day they are received on the campus they are received into the student Docubase file as document type College Transcript Unofficial
- Registrar's office runs daily queries for College Transcript Unofficial. If determined to be official, the transcript is verified.
 - Electronic sticky note is placed on the transcript and the verifiers initials and date
 - Registrar's office removes lacking transcript hold and enters a Y indicating the transcript has been received in the REG student datafile
 - If student completed Comp I and Comp II and/or College Algebra any holds for scores are removed
 - Document type is changed to College Transcript
- If determined to not be official, the transcript is not verified
 - Document type remains College Transcript Unofficial
- Student Services runs daily queries for College Transcript
 - If the student is degree seeking or undeclared but has completed 18+ hours at UA Cossatot
 - Transcript is evaluated, transferrable courses are entered on the UA Cossatot transcript
 - All courses in which a C or better is earned are accepted for transfer credit either as a course equivalent or as an elective so that substitutions can be made by the advisor or division chair, as appropriate.
 - If the student has previously earned an associate degree or higher, only courses required for the students declared major are accepted for transfer
 - Document type is changed to Official College Transcript/Eval Complete
- If the student is non degree seeking and has not completed 18+ hours at UA Cossatot
 - Document type is changed to Official Transcript/Eval Pending
- A notification email is sent to the student and assigned advisor informing them the transcript has been received and the status of the evaluation
- Guidance from Division Chairs and/or appropriate faculty is required when needed to determine appropriate course equivalencies.

High School Transcript Procedures

- High school transcripts are received and scanned the day they are received on the campus they are received into the student Docubase file
- If the transcript does not include a graduation date, it is scanned as document type HS Trans Unoff
- If the transcript does include a graduation date, it is scanned as document type HS Trans Unverified
- Registrar's office runs daily queries for HS Trans Unverified
 - If determined to be official, the transcript is verified

- Electronic sticky note is placed on the transcript with the verifiers initials and date
 - Registrar's office removes HSTR holds and enters high school G.P.A. into the REG student datafile
 - Document type is changed to High School Transcript
 - If determined to be unofficial, the transcript is not verified
- Document type is changed to HS Trans Unofficial

Procedure History:

December 4, 2017
