

# TRANSCRIPT OF ACADEMIC RECORD

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A transcript of an academic record includes all courses taken at D'Youville University and credit hours earned at D'Youville as well as earned credit hours accepted as transfer credit. Extraneous information from other colleges or from high school records is not included on the D'Youville University record.

Information on requesting transcripts is available here (<http://www.dyc.edu/academics/registrar/transcript-requests.aspx>). To protect students, the registrar's office recommends that official transcripts bearing the university seal be sent electronically or mailed directly to the agency or institution requiring them. If a student needs an official transcript to complete either a college or employer application, the transcript will be issued in a sealed envelope and "Issued to Student" will be noted on the transcript. If the envelope is opened or tampered with, the transcript is no longer considered official. Unofficial student copies of transcripts are available in student planning which can be accessed through the Self-Service menu on My D'Youville for the personal use of current students.

Transcript requests requested through the National Student Clearinghouse (<http://www.studentclearinghouse.org/>) are processed immediately and sent electronically. Transcripts that are processed by the registrar staff are processed in approximately 3-5 days and in the order they are received. During times of particularly high-volume activity, such as periods of registration, grade reporting or commencement, transcripts may not be processed immediately.