



Ohio Administrative Code Rule 3341-3-22 Transcripts- graduate.

Effective: [March 24, 2015](#)

(A) Policy statement and purpose

This policy describes transcripts and ownership of transcripts.

(B) Policy

An official transcript of a students record is used for transferring credits to other colleges and universities and for transmitting information to certifying agencies and employers. An official transcript is issued only at the written request of the student. An official transcript is not released for a student who is delinquent on any financial obligation to the university. Details regarding the transcript request process, including a link to a printable transcript order form can be found at ordering official transcripts.

Transcripts from other institutions that have been presented for admission or evaluation become part of the students permanent academic file and are not returned or copied for distribution. Any students desiring transcripts covering work completed elsewhere should request them from the institutions concerned.

Date: November 1st, 2013
