

UNC Charlotte Academic Policy and Procedure: Academic Records and Transcripts

I. Introduction

There is no introduction for this policy and procedure.

II. Policy and Procedure Statement

The Office of the Registrar is responsible for maintaining the official academic records for all students. Upon written request by the student or an online request through Banner Self-Service, an official transcript of the academic record will be issued to the person or institution designated, provided that all the student's obligations to the University have been settled satisfactorily.

~~A nominal transcript fee per copy must be paid with each accompany each transcript request.~~ Requests should reach the Office of the Registrar at least one week before the date the transcript is needed. Students may request an official transcript through the secure student access pages of self service via [49er Express](#) or complete a [request form](#). The Office of the Registrar cannot accept requests via ~~e-mail or phone.~~

III. Definitions

- **49er Express** – One-stop shopping for student services via the Web. It combines various systems, user interfaces, and technical solutions already available to the UNC Charlotte community in a single, consistent web-based interface. Students should use 49er Express to access web-enabled student services, course information, e-mail, and calendar scheduling.
- **Academic record** – Official transcript.
- **Transcript** – A list of all the courses a student has taken [at UNC Charlotte](#) with the grades that the student earned in each course. [A transcript is an exact and complete record of a student's academic history.](#) The University requires a high school transcript when a student applies for admission. ~~Additionally, after earning a college degree, some employers may require a copy of a candidate's university transcript.~~

IV. Policy Contact(s)

- **Authority:** Faculty Council
- **Responsible Office:** Office of the Provost and Vice Chancellor for Academic Affairs
- **Additional Contact(s):** Office of the Registrar

V. History

There is no documented History for this policy and procedure.

VI. Related Policies, Procedures, and Resources

- [49er Express](#)
- [Transcript Request](#)

VII. Frequently Asked Questions

- Which students are covered under this policy? This policy applies to all ~~undergraduate~~ students at UNC Charlotte.
- ADD FAQ re: who has access/can request a transcript?