



ACADEMIC POLICY

Transcripts

Frequently Asked Questions (FAQ)

1. What's the difference between an official and unofficial transcript?

Official transcripts contain the seal of the university and the signature of the university registrar and are sent directly to the final recipient (e.g., your employer or graduate school). Unofficial transcripts are available to current students via [FlashLine](#) and are for your own reference only.

2. When will my most recent grades or degree be noted on my transcript?

Final grades and degree postings do not appear on official transcripts until the end of the term. To find processing dates, visit [Grades and Transcript Processing Dates](#). Degrees are posted to students' permanent academic records approximately 30 days following the effective date of graduation.

3. How do I request a transcript?

Students can request transcripts online. For more information on requesting transcripts, visit the [Transcript Requests](#) website.

4. Is there a cost to request a transcript?

Yes, the transcript provider used by Kent State University does charge a fee for transcripts. For more information and the fee, visit the [Transcript Requests](#) website.

5. I still have an outstanding student account balance with the university. Can I still request a transcript?

Yes, you can still obtain a transcript even if you owe money to Kent State University.

6. My account has been referred to Ohio Attorney General's Office. Am I still able to get my transcript?

Yes, you can still obtain a transcript even if you have an outstanding student account balance with Kent State University that has been sent to the Ohio Attorney General's Office.

7. I had courses forgiven under the GPA Adjustment/Academic Forgiveness policy. Why do those grades still appear on my transcript?

As a part of those policies, the grades are forgiven and removed from the overall GPA, but the official grade remains on the transcript.

8. I am applying to graduate school. How can I have some undergraduate grades removed from my transcript that are damaging to my GPA?

The student transcript is the official academic record of the student, and for a myriad of reasons (including, but not limited to, accreditation compliance and institutional financial aid eligibility), we do not modify the transcript unless there is an administrative error. Even when a course is "forgiven" and the course credits and grades are not counted anymore toward a degree, the course remains on the transcript.