

TRANSCRIPTS

The official transcript is a record of all coursework taken at Youngstown State University.

Current and former students, as well as alumni, can request an official transcript for academic work completed at Youngstown State University. Please be aware that only the student may request an official transcript. An official transcript will only verify YSU courses completed. Transcripts may be ordered online at the YSU website (<http://cms.ysu.edu/administrative-offices/registrar/transcript-request>) or in person.

Students are advised that most graduate and professional schools and many employers accept transcripts only if sent directly by the University. Photo identification is required when ordering the transcript in person. Transcripts will be released only for those students who do not currently have a financial obligation to the University.

Disciplinary action is not shown on a student's academic record.

A student's academic record contains a complete history of his or her academic performance while earning a degree. Therefore, the academic record of a student who graduates may not be revised using a *Grade Change Form*, *Repetition Form*, *Petition for a Late Withdrawal*, or *Statute of Limitations*.