

# Transcripts

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The official and final repository of the permanent academic records relating to students is maintained in the University Registrar's office. Information relating to courses and grades is kept there and is summarized on the students' transcripts.

Requests for transcripts must be submitted in writing to the University Registrar's office. There is no charge for the official transcript. However, there is a fee for next day delivery. The request form may be found at [registrar.sewanee.edu/downloads/forms/Transcript\\_Request\\_Form.pdf](http://registrar.sewanee.edu/downloads/forms/Transcript_Request_Form.pdf).

(Ordinands should see the section titled Evaluation and Disclosure of Personal Qualifications (<http://e-catalog.sewanee.edu/archives/2015-2016/theology/academic-policies-procedures/evaluation-disclosure-personal-qualifications>) for additional information.)