



University of Western States, in accordance with the Federal Family Educational Rights & Privacy Act (FERPA) of 1974 and subsequent amendments, does not release a students' record without the student's written consent.

Official transcripts are ordered through the online transcript portal. Requests for official transcripts are processed online and must be accompanied by a credit card payment in the amount of the current transcript fee (as posted on the website). Official transcripts bear the registrar's signature. Unofficial transcripts are available to current students through their account in the student portal.

Transcripts are transmitted electronically or sent via U.S. mail within five business days to the third-party recipients designated on the request. A diploma copy may be included with official transcripts if requested at no additional charge.

Transcripts from other institutions that are part of a student's academic record are available for student review in the office of the registrar. UWS does not provide copies of the non-UWS transcripts.

**Related Policies:**    [Policy 1231 Student Record Retention and Disposal](#)  
                                 [Policy 1232 Student Record Privacy \(FERPA\)](#)

**Keywords:** disposal, FERPA, privacy, records, registrar, retention, student records, transcript