

## **Policies Governing Transcript and Record Access**

- The Family Educational Rights & Privacy Act of 1974 as Amended (FERPA) governs access to the educational records of current and former students at Montana Western. Interested individuals can review the text of the Act by stopping at the Registrar's Office during normal business hours.
- Third party requests for student academic records will be denied unless accompanied by a recent written request signed and dated by the student (current or former), or a parent or other immediate family member if the record requested is that of a deceased student.
- Only those records that originate at Montana Western can be requested. Requests for copies of records which are maintained at UM-Western but which originate at another institution or agency - high school transcripts, immunization records, transcripts from other colleges, for example - will not be honored; requests for these records should be sent directly to the originating agency.
- Records of students who are indebted to Montana Western will not be released. FERPA guarantees students the right to "inspect and review" their educational records, however.
- "Official" documents are mailed/sent directly to a third party (as designated by the student) and which are signed by the Registrar and embossed with the UM-Western seal, or, those documents which are given or sent to the student in a sealed UM-Western envelope (these documents are stamped/identified "ISSUED TO STUDENT" and are labeled "Official only if received in a sealed UM-Western envelope!"). All other transcripts are considered "unofficial"; this includes documents stamped with the "Issued to Student" notation.
- Unless specified, Montana Western assumes a requested transcript is to be mailed via the U.S. Post Office. Other transcript services (overnight mail, FAX, rush services, etc.) must be specified by the student when making a request for transcript services. Costs for special services will be charged to the student.
- Students who want transcripts sent after a specified time (i.e., after current grades are posted, after his/her degree is posted, after a certain grade is changed, for example) should include those instructions in her/his written request.
- Normally, only written transcript requests, signed and dated by the student will be honored. In cases of extreme urgency however, Montana Western will accept FAXed requests (see procedures section for information to be provided by student) which are signed and dated by the student.