

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) TRANSCRIPT POLICY**

**A.** In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA [*also known as the Buckley Amendment*]), the Office of Admissions and Records will release a transcript of a student's academic record only upon written request of the student. The request for the transcript release must bear the signature of the student along with identifying information. Official transcripts are not issued to the student but to the institution, official, or agency listed on the request.