Transcripts and Release of Student Records

In order to comply with federal regulations, the University of North Carolina at Asheville has adopted institutional policies and procedures to be followed with regard to the disclosure of information from the education records of current and former students. The student record policy of the University of North Carolina at Asheville conforms to the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Copies of Public Law 93-380 may be found in Ramsey Library and the Office of the Registrar. This policy gives a student the right to inspect his or her educational record within a reasonable length of time, to ask for interpretations, and to request that any inaccuracies be corrected. Education records are in the custody of the Registrar. A student’s academic transcript is permanently maintained. Other documents are retained pursuant to administrative policies.

Copies of the student’s official UNC Asheville transcript are released only on the written request of the student, and only after all obligations to the University, financial and otherwise, have been fulfilled. Currently enrolled students may request an official transcript through their UNC Asheville OnePort account. Former students and alumni may request an official transcript via the National Student Clearinghouse or by submitting a transcript request to the Office of the Registrar. There is no charge for transcripts unless they are requested through the National Student Clearinghouse, which charges a small service fee for processing. For more information, please visit the Office of the Registrar’s website. Transcripts are issued within one week of receipt of the official request, except during the beginning and ending weeks of each semester, when more processing time may be required. Transcripts received from other schools are the property of the university and are not copied or released.

Grades cannot be released to parents or guardians without the written permission of the student. Special forms to send copies of grades are available in the Office of the Registrar and must be completed each semester in which a student wishes to send grades to a third party.

The university does not permit access to, or the release of education records, without the written consent of the student with the following exceptions: a) to UNC Asheville officials, including faculty, who require such records in the proper performance of their duties; b) in connection with the student’s application for or receipt of financial aid or Veterans Administration benefits; c) to organizations conducting studies for educational and governmental agencies (in which case individual students are neither identified nor identifiable); d) U.S. government agencies as listed in Public Law 93-380; e) parents of a dependent student as defined in the Internal Revenue Code of 1954; f) accrediting agencies; g) to comply with a judicial order or lawfully issued subpoena; h) appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or any other person; i) to other University of North Carolina system institutions if the student applies or is accepted for transfer to those institutions; and j) directory information.

Directory information is defined as: student’s name, address, telephone number, date and place of birth, entrance status, classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received (including Dean’s List, Chancellor’s List and scholarships), and the most recent educational agency or institution previously attended by the student. Students who do not wish their information released outside the university or published in the campus directory must give written notice to the Office of the Registrar.