

Policy 931 Transcript Issuance

Policy Number: 931

Effective Date: 06/01/16

Revised Dates: 11/09/2020; 07/31/2025

Scope

This Policy on Transcript Issuance applies to faculty, staff, and students ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("School").

Purpose

The purpose of this Policy is to set forth the policies, rules, and procedures of the School with respect to issuing transcripts.

Policy

A current or former student who wishes to obtain a copy of a transcript from the School must complete and sign a Transcript Request Form then submit the form in person, by mail, or as an e-mail attachment to the Graduate School office. Each request form must contain an original signature and/or be submitted as a signed PDF from the student's e-mail address. All financial obligations to the School must be paid before a transcript will be issued. Three business days should be allowed for processing transcript requests, except at the close of a term when more time may be required.

Transcripts are issued at no charge. Photo identification is required to pick up a transcript from the Graduate School office. Transcripts are mailed by standard U.S. Postal Service first-class delivery. Fees for any special delivery (such as Fed Ex) are charged to a student's credit card or collected in cash before sending the transcript.

Copies of transcripts from other institutions are not provided.

This Policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This Policy was reviewed and amended by the GSSIMR Board of Directors on November 09, 2020.

This Policy was reviewed by the GSSIMR Board of Directors on September 18, 2024.

This Policy was reviewed and amended by the GSSIMR Board of Directors on September 18, 2025.

This policy will be reviewed again by the GSSIMR Board according to the annual policy review schedule.