

Policy Series 5000

Policy 5035

Procedure 5035.4

Academic Transcripts

NWCCD Transcripts: Academic transcripts include credit coursework from Northern Wyoming Community College District (NWCCD) as well as transfer coursework transferred from an accredited institution and evaluated by the Office of the Registrar. Official transcripts may be ordered through the National Student Clearinghouse at <http://studentclearinghouse.org> and are available on transcript paper, mailed via USPS, or may be sent electronically to any person, institution, or business. Transcripts are not available directly from the District. A fee is required, and all forms of delivery are secure. Each student who completes a program will receive one official transcript with their diploma.

Transcripts from other institutions: All official transcripts are required for students earning credits from other institutions and should be ordered from the National Student Clearinghouse or directly from the transfer institution. All received transcripts become the property of NWCCD. NWCCD will not reproduce a transcript from another institution. Such requests should be made to the institution where the transcript originated. This protects the student's rights as well as the credibility and integrity of the other institutions and their transcripts.

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