



Name of Policy: Transcripts and Requesting Transcripts from KCAI
Source: Academic Affairs
Date Revised: July 2015
Form to Complete: Official transcripts can be requested at <a href="https://getmytranscript.com">https://getmytranscript.com</a>

### **Policy:**

Transcripts are complete records of a students' KCAI academic history. They provide the following information:

- All courses attempted and earned
- Credit hours attempted and earned
- Grades earned in each course
- Semester and cumulative grade point average
- Academic status
- Degrees conferred and dates

### **Procedure:**

Official transcripts – these have both the KCAI school seal and the Registrar's signature and are mailed directly to another school, agency, or institution.

Official transcripts are ordered online through the National Clearinghouse: <https://getmytranscript.com>. Transcripts requests are usually processed within 3-5 days, unless a student has a hold on their account (i.e., owes money to KCAI, delinquent on Perkins loans, etc...).

Unofficial transcripts – do not have school seal or Registrar's signature and can be printed from the student MyKCAI portal: [www.mykcai.kcai.edu](http://www.mykcai.kcai.edu). Click on "student tab" and then "unofficial transcript" link.