



Name of Policy: Transcripts and Requesting Transcripts from KCAI
Source: Academic Affairs
Date Revised: November 2021
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:**

1. Official transcripts are ordered online through the National Student Clearinghouse: <https://getmytranscript.com> and there is a \$10 processing fee per transcript. Transcript 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...).

- Digital transcripts are sent directly to the requested recipient through the secure National Student Clearinghouse portal. While most schools accept digital transcripts as official, it is a good idea to confirm before ordering.
- Paper transcripts are sent through the U.S. mail and include both the KCAI school seal and the Registrar's signature.

2. Unofficial transcripts do not include the school seal or Registrar's signature and can be printed from the student portal: [www.mykcai.kcai.edu](http://www.mykcai.kcai.edu). Click on the "Student Academics" tab and then "View Unofficial Transcript" link.