

Office of Institutional Research, Assessment and Analytics

Policy Regarding USC Transcript Requests

The Office of Institutional Research, Assessment and Analytics (OIRAA) will support and abide by the Office of the Registrar's policy on transcript requests when a USC transcript is needed for the SACSCOC Faculty Roster. The Registrar's policy is as follows:

Transcripts for New Hires and Graduate Teaching Assistants. As part of the hiring/appointment process, new hires and GTAs should complete the official transcript request form and submit it to the Registrar's Office. The transcript fee is not waived. The new hire, GTA or department should provide payment. The Registrar's Office can accept payment using a department account/fund number.

Lost, Misplaced or Outdated Transcripts. Requests from OIRA or departments for transcripts already on file but that have been lost, misplaced or need to be updated to reflect a new USC degree earned, can be made to the Registrar's Office. The transcript fee is waived. This is in line with FERPA circumstances allowing the release of education record information without written permission from the student to authorized representatives of the U.S. Department of Education, U.S. Department of Defense, U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations.

When a USC transcript is needed for a new faculty member, adjunct, graduate teaching assistant, or other paid or volunteer instructor, OIRAA will ask the department or college for whom the instructor is teaching to provide a copy of the person's transcript. If, for some reason, OIRAA must request a transcript on behalf of a new hire, OIRAA will secure written permission from the instructor through his or her college or department, and submit the transcript request along with the transcript fee.