ACADEMIC RECORDS

Degree Audit
A degree audit report helps students track degree requirements and progress in order to help them graduate on time. The audit outlines courses needed for the degree and applies college or school-defined policies, including transfer credit applicability and repeated course rules. The audit also provides hypothetical “what if” degree information. Students and advisors can access the degree audit tool through MyCUInfo (http://mycuinfo.colorado.edu).

Diplomas
A diploma is issued for each unique degree earned at the University of Colorado. Doctoral candidates receive their diplomas at the spring campus commencement ceremony (or they may be picked up or mailed if not attending the ceremony or graduating in summer or fall term). Diplomas are mailed to all other graduating students approximately eight weeks after the close of the semester in which degree requirements were completed and verified. All financial obligations with CU must be resolved before a diploma is issued.

In addition to the standard diploma, CU Boulder also offers alumni graduating or completing a university-approved certificate in Fall 2015 and later a certified electronic diploma (CeDiploma) (http://www.colorado.edu/registrar/students/graduation/cediploma).

Graduating students with Federal Perkins/NDSL loans must complete a loan exit interview and clear all outstanding financial balances before leaving the university. Failure to do so results in a hold on the student’s record. The hold prevents receipt of a diploma or an academic transcript of work at the university and registration for future terms. Students can complete a loan exit interview by contacting Heartland ECSI at 1-888-549-3274 or via the Heartland ECSI (http://www.heartlandecsi.com) website. Questions may be directed to University Student Loans & Debt Management in the Bursar’s Office at 303-492-5571, toll free at 800-925-9844.

Certified electronic diplomas (CeDiplomas), display diplomas or replacement diplomas may be ordered online after graduation. For more information, visit the Office of the Registrar’s Diplomas (http://www.colorado.edu/registrar/alumni/diplomas) webpage.

Enrollment & Degree Certification
Using MyCUInfo (http://mycuinfo.colorado.edu), students may print an official enrollment certification at no charge. Certification of full- or part-time enrollment is only available after the enrollment census date (approximately the third week of classes) for the semester in question. This certification can be used whenever enrollment or degree verification is required for car insurance, loan deferments, medical coverage, scholarship purposes, etc. The Office of the Registrar can provide written confirmation of registration, enrollment or degree status upon request by current or former students.

CU Boulder has authorized the National Student Clearinghouse (NSC) to act as its agent for purposes of third party enrollment and degree verification. The NSC verifies degrees and enrollment for only those students who have not placed a privacy restriction on their academic record. The student’s name when enrolled, social security number or student ID, and date of birth will be required for identification purposes for enrollment or degree verification. All third parties should contact the National Student Clearinghouse by phone or visit its web site for current enrollment and degree verification information, instructions and fees.

Students may also obtain verification of degree by ordering an official transcript or requesting an official degree certification through the Office of the Registrar.

Transcripts
Official Transcripts
Students may order official transcripts through the MyCUInfo (https://mycuinfo.colorado.edu) portal. Former students and alumni without an active IdentiKey may order transcripts online or by mail (https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=7I3anAeWu6K3ErXO). Official transcripts are available in electronic PDF or paper format and may be ordered as either a complete academic record of courses taken at all University of Colorado campuses (available for coursework after 1988) or as a select career (undergraduate, graduate, law or noncredit).

Transcripts can be withheld for ongoing financial obligations to the university or for disciplinary actions.

Official transcripts bear the signature of the registrar and the official seal of the university (not applicable to noncredit transcripts).

Unofficial Transcripts
Currently enrolled students and alumni who have access to the MyCUInfo portal may access and print unofficial transcripts free of charge through MyCUInfo (https://mycuinfo.colorado.edu). Unofficial transcripts display the complete academic record of courses taken at the University of Colorado. However, academic institutions and potential employers generally do not accept the unofficial transcript as evidence of a student’s career at CU Boulder, as this transcript does not carry the registrar’s signature, the seal of the university or other security features. Unofficial transcripts are primarily used for advising and counseling in offices at University of Colorado campuses.