STUDENT RECORDS

A copy of the University's policy and guidelines regarding student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) is available from Enrollment Services.

Change of Name or Address

Correspondence from the University is sent to the address from the student's file in Enrollment Services. It is the student's responsibility to notify the University of any change of address. Likewise, it is the student's responsibility to notify the University of any change in the student's name. Notification of the University in the event of either a change of name or address must be done in a timely manner by changing the appropriate information in my.fordham.edu through the Banner self-service link on the student tab or contacting enrollment services.

Transcripts of Records

An official transcript is one bearing the University's seal. Official transcripts of academic records are not given to students or graduates but are mailed directly to the college, professional or graduate school, government agency or business concern they designate. An unofficial transcript is one given to the person whose credits are listed thereon and marked “Unofficial.” The University accepts no responsibility for the accuracy of an unofficial transcript after it has been issued.

Transcripts may be requested from enrollment services in person, online, or by mail. They should be requested well in advance of the date desired. No transcript or certification will be issued for students who have unpaid financial obligations owing to the University.

Fordham University will not assume responsibility for transcripts that are delayed because they have not been requested in time. All inquiries concerning the issuance of transcripts must be made within six months of the original request.

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