INSTRUCTIONS FOR *PROCESSING/REQUESTING* RUTGERS OFFICIAL TRANSCRIPTS

Congratulations on completing a Rutgers University course! Please read the following very carefully to make sure every grade you wish to include on your transcript gets processed properly.

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If you earned a score of 73 or higher, an official Rutgers transcript will be processed automatically. There is nothing you need to do.

If you earned a score of 73 or higher but you do NOT wish to have that grade processed onto your transcript, you MUST fill out a Grade Exclusion form by the deadline of June 26th.

- This would be done if you are not satisfied with the grade you earned and do not want this to potentially negatively affecting your college GPA in the future
- This form can be accessed using this link: Grade Exclusion Form

If you earned below a 73 but still passed (65 or higher), you do have the option of still having your transcript processed with this grade. In order to do this, you must reach out to Mr. Miller and let him know and he will take the necessary steps to do so.

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Transcripts are expected to be finalized AFTER September 1st. At this time, you may request your official transcripts be sent to any prospective schools you wish to share them with.

- **Seniors:** You will need to do this in order for your transcript to make its way to your college/university. This does NOT happen automatically.
- **Sophomores/Juniors:** If you wish to request official transcripts at this time, you can; however, it will only include courses you have completed and tested on. Courses you plan to take in the upcoming Fall will NOT be included.
- Please know that graduating seniors and rising juniors transcripts will get priority when processing.
- You must complete a Course Confirmation prior to requesting your transcript. You can do so using the following link: Health Science Careers Questionnaire and Course Confirmation Survey
- Use the following link (and follow the instructions in additional attachment) to request your official Rutgers transcripts: Rutgers Transcript Report System