

NSU Policy on Obtaining a Transcript or Diploma

Any current or former NSU student may obtain an official transcript through [Parchment](#). Costs are published on the [university registrar's website](#). The university reserves the right to withhold a student's diploma, enrollment verification, registration, and other student services if the student owes an outstanding balance after the 30th day of the semester. To avoid a hold and the associated \$100 late payment fee, students may enroll in an [NSU payment plan](#). Accounts with outstanding balances of \$500 or more that remain past due 120 days from the start of the semester are assigned to third-party collection agencies. Students and former students may [contact the Office of the University Bursar](#) to make payment arrangements via a legally binding promissory note.

Denver Regional Campus Students (Face-to-Face Instruction Only)

NSU students who attend classes face-to-face on NSU's Denver regional campus may request an exemption from the policy outlined above to receive a diploma if the student can demonstrate that the diploma is needed for (a) a job application, (b) transferring to another postsecondary institution, (c) applying for state, federal, or institutional financial aid, (d) pursuit of opportunities in the military or national guard, or (e) pursuit of other postsecondary opportunities.

A student may request the exemption by sending an email to Academic Program Manager, Alissa Pullom, at ap1416@nova.edu. The email must include the following:

1. Specific reason for which the diploma is needed (must be one of the reasons listed under (a) through (e) above.)
2. Documentation in support of one of the approved reasons.
3. Mailing address or email where the diploma is to be sent (employer, postsecondary institution, etc.)

Once the student's request and documentation has been reviewed and approved by the Office of the University Registrar, the student will be notified of next steps.