

# STUDENT RECORDS & TRANSCRIPTS

---

All materials submitted in support of a student's application, including transcripts from other institutions and related documents, become the property of Chamberlain. During a student's enrollment, Chamberlain maintains electronic records that include admission and attendance information, academic progress, grade information and other relevant student data. Student academic records are maintained permanently. Students who wish to review their files must submit a written request.

Requests for transcripts can be submitted through the **My Chamberlain** portal at [community.chamberlain.edu](https://community.chamberlain.edu) or by completing a transcript request form located at [chamberlain.edu/transcripts](https://chamberlain.edu/transcripts).

Each student will receive one complimentary transcript upon conferral. Any additional copies will cost \$10 for each electronic transcript and \$15 for each paper transcript. All course attempts will appear on the official transcript.

Enrollment Verification and Program Completion letters can be requested via email to the Registrar's Office at [ccnverifications@chamberlain.edu](mailto:ccnverifications@chamberlain.edu).