

# TRANSCRIPTS

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Official transcripts of students' records may be released by the registrar only upon receipt of their written authorization. While it is preferable to furnish such transcripts only to specifically designated officials of other institutions, agencies, or firms, students may request that they be personally provided with a specially sealed official transcript, not to be opened by the student, for purposes of inclusion in application packets or to be hand carried to the final, third party destination. Transcripts may also be delivered through a secure electronic transmission.

The student's signature is required to release a transcript; therefore, requests cannot be taken by phone. Transcripts may be requested via the registrar's office website or via paper form submitted in person or by mail. The fee is \$6 for each transcript.