

# Academic Policies and Procedures: Graduation, Transcripts and Student Records

---

## Transcripts

---

The student's official transcript is prepared by the Office of the Registrar. The transcript documents the student's courses, grades, credits, and dates of instruction for each course. We offer an online Transcript Ordering Process to provide alumni and current students with efficient, accurate and speedy service for ordering and receiving transcripts. In partnership with Parchment, Albertus Magnus College joins 8000+ educational institutions that provide online transcript ordering services.

- \$7.00 fee for each eTranscript PDF transcript, which gets sent to another institution within the same day.
- \$10.00 fee for each Official Transcript, includes 3 to 5-day processing and sent through regular mail.

Students with outstanding financial obligations to the College will not be permitted to receive an official transcript until payment is made in full to the Bursar's Office. To request an official transcript, visit [www.albertus.edu/student-resources/registrar/](http://www.albertus.edu/student-resources/registrar/).