

TRANSCRIPTS

A university transcript is a legal document. Transcript requests are made in writing and directed to the Office of the Registrar and Records. Transcripts may also be requested online at www.jsu.edu/registrar (<http://www.jsu.edu/registrar/>). The transcript is a student's complete and permanent academic record. It shows all undergraduate and/or graduate work completed, results, and degrees awarded at JSU. In addition, a summary of transfer credit is listed and detailed course work may be included. After the last enrollment period, transcript totals are shown. The Office of the Registrar and Records will not release transcripts received from other schools and colleges.

The current cost for each transcript is \$10.00. Checks or money orders should be made payable to Jackson State University. Transcripts can only be released for students having no outstanding financial obligations to the University.