



Transcripts

Transcripts contain records of courses taken, grades and credit received, course description material and other information. It is the policy of Landmark College that its official transcripts, bearing the College seal and the Registrar's signature, may be released only upon written request of the student or alumnus/alumna.

Requests for transcripts and other records should be mailed to the attention of the Office of the Registrar and should be accompanied by a small processing fee per request. Fees must be paid by cash or check (payable to Landmark College) before transcripts or records will be sent.

Transcripts may be withheld by order of appropriate College officials, if some financial or other obligation to Landmark College remains unmet.

The College accepts Visa and MasterCard to process transcript orders, as well as cash or checks.