

Student Transcripts

The Registrar's Office maintains the permanent official transcript of every student who attends the College. The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes courses waived, courses attempted and completed, courses and credits transferred, credits awarded for experiential learning, credit hours, GPA points, Lansing Community College grade point average, current program and major, associate degrees, certificates of achievement, and certificates of completion awarded at the College.

Students may request that a copy of the official transcript be given or mailed to any party by submitting the Transcript Request Form available on the LCC website. Transcript requests require 3-5 working days to process, and a fee is charged for each transcript. A hold may be applied to the release of the transcript of any student or former student who has indebtedness to the College.