

TRANSCRIPT REQUEST

The official records of each student in LUCOM will be secured in the Office of the Registrar¹. The Family Educational Rights and Privacy Act (PL93-380) will govern the release of information for this record, which contains the transcript from Liberty University, transcripts and transcript evaluations from other educational agencies attended by the student, secondary school transcripts, scholastic aptitude, other standardized test scores, LUCOM admission application, and general correspondence with the student. Letters concerning misconduct or disciplinary actions at Liberty University are kept in the Office of the Dean. The official transcripts will only be released when the student has met all of their financial obligations to Liberty University. Questions regarding a hold on the student account may be addressed to Student Accounts at (434) 592-7201. The transcript and contents of the permanent record may be examined by the student upon emailing the request from your Liberty email account to lucomregistrar@liberty.edu or by coming to the Registrar's Office and filling out a Transcript Request form.

¹ 9.4 Secure Student Record Keeping