

Transcripts

Two types of transcripts are available: official or unofficial. You can obtain transcripts from the Registrar's Office. Requests **MUST** be made at least 24 hours in advance for both.

The first unofficial transcript is free of charge, additional copies cost \$5.00. You can request 1 copy of unofficial transcripts and make additional copies at the Career Services Office to have it on hand. For employers that require only an unofficial transcript, you can then send out copies as needed.

The grading policy at Gonzaga University School of Law is on the back of the transcripts so be sure to copy both sides.

Since 1Ls finishing their first semester will not receive grades, the Registrar's Office will provide you with provisional 1st semester grades. This is not an unofficial or official transcript; therefore it will not have the grading sheet on the back. Contact the Career Services Office for this grading sheet.

Since our grading scale is more strenuous than other law schools the Dean has drafted and signed a letter to accompany your transcripts explaining our grading scale. If you want to obtain a copy please stop by the Career Services Office.

Remember some employers ask for undergrad transcripts so make sure you request them in advance and make copies.