

COLLEGE POLICY

Policy No. & Title:	A-190 Transcripts
Policy Sponsor:	Vice-President, Academic
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2026-07-31

Purpose

This policy describes the content of a transcript as an official College document, and how and when students may access or be provided a transcript.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

Official Transcript: A document detailing a student's academic progression or successful completion of a program of study. As an official document, it bears the Seal of the College, and is signed by a Campus Director/Remote Education Director.

Unofficial Transcript: A document created by any member within the scope of this policy detailing a student's academic progression or successful completion of a program of study and is for informational purposes only.

POLICY

- 1) Official Transcripts of the College will contain the following, without exception:
 - a) The name of the College as it appears on the registration for the College.
 - b) The name and student number of the student.
 - c) The name of the vocational program.
 - d) The name of each course and practicum in which the student was enrolled, including courses in progress.
 - e) A description of any creditor advanced standing.
 - f) The academic history of the student including start and end dates of the program of study, grade for each course and internship/practicum/field placement and a description of the grading system.
 - g) Any distinctions and honours given to the student by the College.
 - h) A description of the credential awarded to the student and the date of the award.
 - i) The date the transcript was issued.
 - j) Certification by a Campus Director/Remote Education Director as a true and accurate transcript.

k) The College's official seal.

Note: Any transcript not containing all the elements above is not an official College transcript.

- 2) All students who are paid in full are entitled to an official transcript. This includes terminated students, graduates and students who are not academically complete on their scheduled end date.
- 3) Students are entitled to one (1) official printed transcript. Students who require additional official printed transcripts for any other reason will pay \$25 CAN per Credential or \$25 CAN for a Credential and transcript together. Obtaining a digital copy of credentials will not require additional fees paid by the student.
- 4) Students with a final grade between 80-89% will receive a transcript with Honours and students with a final grade between 90%-100% will receive a transcript with Distinction. The Centre for Distance Education – students with a final grade of 90-100% with no mark under 85% will receive a transcript with President's List. Students with a final grade of 80-89% with no mark under 75% will receive a transcript with Honours.
- 5) The date on the official transcript is the latter of the student's scheduled program end date or the student's academic completion date.
- 6) Students will receive an official transcript within 30 days of successfully completing their program and fulfilling the terms of their contract.
- 7) Students who are academically incomplete at the time of transcript issuance, will have their transcript stamped "Incomplete."
- 8) A copy of all official transcripts issued to a student will be maintained in the student file.
- 9) Students, former or current, will have access to their transcript for at least:
 - i) New Brunswick – transcripts and diplomas must be kept permanently.
 - ii) Nova Scotia - transcripts and diplomas are kept on site for five years after completion of the program.
 - iii) Ontario – transcripts and diplomas are retained for twenty-five years post completion of the program.

Note: Transcripts and/or Diplomas are stored and retained with Career Colleges Ontario (ON) and with the Department of Advanced Education (NS).

Related Policies

A-195 Credentials

Supporting Documents/Forms

Private Career Colleges Act, ON, 2005

Private Occupational Training Act, NB, 1973

Private Career College Act, NS, 1998

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