COLLEGE POLICY

Policy No. & Title: **A-190 Transcripts**
Policy Sponsor: Vice-President, Operations
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2027-01-29

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

Career Colleges Act, ON, 2005
Private Occupational Training Act, NB, 1973
Private Career College Act, NS, 1998
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