
POLICY

Aurora College will maintain standardized methods of recording and reporting the academic achievement of an individual student.

PRINCIPLES

1. Aurora College recognizes the importance of transcripts in maintaining the academic integrity of the College.
2. The College recognizes the importance of protecting the confidentiality of students' files.

SCOPE

This policy applies to current and former students of Aurora College and its predecessor institutions.

DEFINITIONS

Official Transcript: An official record of a student's grades that is issued by the Registrar and affixed with the College's seal.

Unofficial Transcript: A formal record of marks that is available through the Student Information System to a student upon completion of a College course.

1 TRANSCRIPTS – OFFICIAL AND UNOFFICIAL

- 1.1 The Registrar is responsible for the management of recording and reporting academic achievement.
- 1.2 The instructor will enter numerical grades and course designations into the Student Information System (SIS) within the five (5) working days immediately following completion of the course.
- 1.3 Students will have independent access to their Unofficial Transcript through the SIS.
- 1.4 An Official Transcript, will be issued upon written request by and receipt of payment from the student, within five (5) working days of the request being received by the Registrar's Office. (see *J.02 Fees*)
- 1.5 An Official Transcript from one of the predecessor institutions to Aurora College will be released by the Registrar to the student or other agency upon written request by and receipt of payment from the student. (see *J.02 Fees*)

- 1.6 The College will attach its seal to every Official Transcript.
- 1.7 The record of all courses in which a student has registered will remain on the student's transcript.
- 1.8 An Official Transcript will not be released by the College until all outstanding fees and dues have been paid.

SUPPORTING PROCEDURES, FORMS, AND RULES

The Vice President, Student Affairs (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

RELATED POLICIES

J.02 Fees

RELATED AURORA COLLEGE BYLAWS

Bylaw #1 Student Conduct

Bylaw #2 Academic Standards

Bylaw #3 Student Loss of Privileges, Expulsions, and Appeals

FACT SHEET**DATES:**

1994-06	Policy C.48 <i>Transcripts</i> issued.
1998-06	Policy revised. Policy and Program Committee Motion PPC#40-1998. Board of Governors Motion BG#107-1998. Implemented January 1999.
2011-04-07	New format approved and implemented.
2019-11-07	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-16-2019. Implemented November 7, 2019.