



TRANSCRIPT PROCEDURE

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| Procedure Type: | Academic | Initially Approved: | January 20, 2025 |
| Procedure Sponsor: | Dean of Students | Last Revised: | January 20, 2025 |
| Responsible Unit: | Registrar's Office | Review Scheduled: | January 2030 |
| Approver: | General Faculties Council | | |

A. PURPOSE

The purpose of this procedure is to provide standards for the format and issuance of official transcripts for post-secondary (undergraduate and graduate) students at the Alberta University of the Arts (AUArts).

B. PROCEDURES

1. PRINCIPLES

- 1.1 The information to be included on AUArts official transcripts is determined by the following considerations:
 - a) requirements of the Alberta Post-Secondary Learning Act, and
 - b) requirements and recommendations in the Association of Registrars of the Universities and Colleges of Canada/Pan-Canadian Consortium on Admissions and Transfer Transcript and Transfer Guide
- 1.2 The Office of the Registrar is responsible for the preparation and issuance of all official transcripts.
- 1.3 Official transcripts may be issued securely via paper copies or electronically.

2. TRANSCRIPT INCLUSIONS

- 2.1 Transcripts will clearly indicate the institution (AUArts) and date of issuance.
- 2.2 The name of the student will be listed according to their legal first, middle, and last name.
- 2.3 The date of birth of the student will be listed with the month and day of birth only.
- 2.4 The AUArts Student ID will be included as a unique identifier.
- 2.5 The student's current program of study will be listed, including:
 - a) Program level
 - b) Year and term of admission
 - c) Program of study including declared degree, major, stream, concentration(s) and minor
- 2.6 For graduates, the degree awarded will be listed, including major, stream, concentration(s), minor and distinctions as well as date of conferral and grade point average (GPA).

- 2.7 All courses which are graded or in progress will be listed on the transcript, ordered by term. Each course will be listed by the AUArts course code, title, credit value and final grade awarded as per the grading procedure.
- 2.8 Each term of study at AUArts will be summarized to include the total credits attempted and earned, GPA, and academic standing.
- 2.9 Any transfer credit awarded by AUArts will be listed, including institution awarded from, dates of attendance at sending institution, and equivalent AUArts course codes, titles, credit values and grade recognized at AUArts as per grading procedure.
- 2.10 The transcript will include a transcript totals section which summarizes the total credits attempted and earned as well as the student's cumulative GPA.
- 2.11 Additional transcript notations may be included in accordance with the appropriate policy/and or procedure to indicate:
 - a) Posthumous awarding of a degree
 - b) Violations of academic and non-academic conduct
 - c) Authorized leaves of absence

3. TRANSCRIPT ISSUANCE

- 3.1 Students will be charged a fee per transcript as laid out in the Academic Calendar Fee Guide.
- 3.2 Transcripts will not be issued for students who have holds due to:
 - a) Unpaid fees
 - b) Issues with the student's records
- 3.3 Official transcripts issued by paper will be on a secure paper stock and bear the signature of the Registrar.
- 3.4 Official transcripts issued electronically will be done so through recognized provincial and national networks.

C. RELATED POLICIES

- Death of a Student Policy
- Student Academic Integrity Policy
- Student Conduct Policy
- Undergraduate Academic Standing and Graduation Policy

D. RELATED LEGISLATION

- Alberta Post-Secondary Learning Act

E. RELATED DOCUMENTS

- Consolidated Graduate Procedure* (Graduate Academic Standing and Graduation Procedure)
- Death of a Student Procedure
- Final Grading Procedure
- Honorary Degree Procedure
- Student Academic Misconduct Procedure
- Student Non-Academic Misconduct Procedure
- Undergraduate Academic Standing and Graduation Procedure

F. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
|------------------------------|---|-----------------|---|--|
| 01/20/2025 | New Procedure to replace Academic Record/ Transcript Procedure | All | Registrar | Dean of Students |
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