



AACRAO

Advancing Global Higher Education

2015 U.S. Higher Education Transcript Practices and Best Practice Opinions

Results of the AACRAO 2015 Academic Record and Transcript Survey

June 2015

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Introduction

In April 2015 AACRAO released an updated version of the 2009 “[Transcript Practices, Student ID Numbers, and Name Changes](#)” Survey. This report is a summary of the results from the new survey. Recipients of this survey (Appendix A) were identified through the 2015 Higher Education Directory (the Directory) using the manpower code of “06” to identify the registrar at each institution. Based on this criteria, the survey was distributed to 2,882 U.S. higher education registrars and one from Palau. Responses represent 839 institutions for a response rate of 29%.

All 50 states, the District of Columbia, Puerto Rico and Palau are represented in the responses (Appendix B). The Directory institutional characteristic definition is retained for institution type. Institution affiliation/control is distilled to public or private based on the guidance in the *2015 Higher Education Directory Electronic Extract Version 4 Documentation*. Institutional size is grouped into six categories based on the self-reported data included in the Directory. Enrollment size for the Directory is defined as follows.

“Fall Enrollment 2013-2014 - Please include full-time, part-time, undergraduate and graduate students in degree-granting programs as reported on the Department of Education, IPEDS 2013 Fall Enrollment Survey.”¹

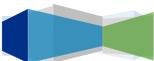
The survey includes two parts. In part A, respondents were queried about their institution’s official transcript and related database records practices. With few exceptions, most remain virtually unchanged from the last survey. One of the exceptions is the percentage of institutions reporting that they include the entire social security number on official transcripts. The practice declined from 26% to 13%. In part B, respondents provided their personal opinions on best-practice for official transcripts. The results of this section provide an update to a similar [survey from 2009](#). All results are displayed in the aggregate. As such, at this time it is unknown if transcript practices vary by institutional characteristics.

¹ http://www.hepinc.com/sites/default/files/eHES_Instructions_2015_v1.pdf

Given that there are just two data points on this topic (2009, 2015), conclusions about practice trends have not been asserted. Further, since responses were not required for any question, assumptions cannot be made about what the respondent intended to mean by leaving an answer blank. That is, a question that does not have a response does not necessarily mean a negative answer it could mean the respondent simply skipped the question.

Limitations in the design of some of the questions resulted in an inability to draw conclusions about certain practices including the minimum documentation required for name and gender changes and the communication of academic decisions. This design limitation will be corrected in the next iterations of the survey.

One practice question excluded from both the 2009 and the 2015 survey is a question about including a student's major on the official transcript before the student has earned the degree. The 2011 *AACRAO Academic Record and Transcript Guide* states that "The institution's name for the major field of study is essential."²



² <http://www4.aacrao.org/publications/catalog.php?item=0131#.VXhravm6eUk>

Part A: Official Transcript Practices

As stated in the introduction, this section focuses on current official transcript and database practices. Topics include among others, general transcript notations, eligibility to re-enroll, academic probation, transfer credit, honors, name and gender changes. Graduate and professional program specific transcript practices are also reported.

Official Transcript Items

Table 1: General Notations

	Yes	No	Total Responses
Leave of Absence	136 (16%)	691 (84%)	827
Withdrawal from a class after census date	676 (81%)	158 (19%)	834
Courses in progress	700 (84%)	136 (16%)	836
Enrollment status	231 (28%)	594 (72%)	825
Class rank	38 (5%)	791 (95%)	829

Table 2: Eligibility to Re-enroll

	Yes	No	Total Responses
Ineligible to re-enroll for academic reasons	315 (38%)	521 (62%)	836
Ineligible to re-enroll for MINOR disciplinary violation	42 (5%)	789 (95%)	831
Ineligible to re-enroll for MAJOR disciplinary violation (i.e., more egregious crimes such as those classified as criminal offenses under the Clery Act)	126 (15%)	702 (85%)	828
Eligible to re-enroll (e.g., in good standing)	212 (26%)	618 (74%)	830

Table 3: Academic Probation

	Yes	No	Total Responses
Period of time student was on probation	268 (32%)	563 (68%)	831
Indication of probation for academic reasons	391 (47%)	441 (53%)	832
Indication of probation for behavioral reasons	44 (5%)	785 (95%)	829

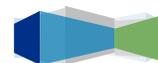


Table 4: Transfer Credit Information

	Yes	No	Total Responses
Total credits transferred ONLY	373 (46%)	445 (55%)	818
Dates transfer courses were taken	335 (41%)	482 (59%)	817
List each course accepted to transfer	599 (73%)	224 (27%)	823
Indication of applicability of transfer course to major or minor	60 (7%)	756 (93%)	816

Table 5: Honors Information

	Yes	No	Total Responses
Dean's List	514 (62%)	309 (38%)	823
Phi Beta Kappa	80 (10%)	721 (90%)	801
Phi Theta Kappa	129 (16%)	674 (84%)	803
Institution Honor Program	423 (52%)	391 (48%)	814
Departmental or College Honor Program	233 (29%)	581 (71%)	814

Table 6: Degree Completion Information

	Yes	No	Total Responses
Date degree conferred	780 (95%)	42 (5%)	822
Date degree completed if the SAME as degree conferral	332 (41%)	481 (59%)	813
Date degree completed if DIFFERENT from degree conferral	150 (18%)	662 (82%)	812
If you note the date the degree was completed does it include the day of the month?	507 (64%)	281 (36%)	788
Date degree completed, if different from term the degree requirements were met	226 (28%)	575 (72%)	801

Additional comments about items on the official transcript are reported in Appendix C and include:

- Academic amnesty
- Professional presentations and student teaching experience
- Minor and specializations
- Latin honors
- State education license
- Thesis/dissertation title



Table 7: Student Identification Number on the Official Transcript

	Yes	No	Total Responses
The entire Social Security Number (SSN) or equivalent	105 (13%)	711 (87%)	816
Last 4 digits of SSN	314 (39%)	498 (61%)	812
Another student identification number	652 (80%)	163 (20%)	815
No student identification number	64 (8%)	703 (92%)	767
Full date of birth (month, day, year)	293 (37%)	510 (63%)	803
Truncated date of birth	252 (32%)	540 (68%)	792
Full name	800 (98%)	14 (2%)	814
Other - Appendix D	102 (19%)	436 (81%)	538

Appendix D “Other” comments include:

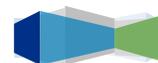
- Home address
- Military rank
- Gender
- Maiden name
- Print date

Table 8: Student Identification Number in the Academic Database

	Yes	No	Total Responses
The entire Social Security Number (SSN) or equivalent	648 (82%)	144 (18%)	792
Last 4 digits of SSN	302 (40%)	454 (60%)	756
Another student identification number	753 (95%)	41 (5%)	794
No student identification number	22 (3%)	719 (97%)	741
Full date of birth (month, day, year)	721 (91%)	72 (9%)	793
Truncated date of birth	104 (14%)	637 (86%)	741
Full name	785 (99%)	11 (1%)	796
Other system created unique record identifier	177 (28%)	463 (72%)	640

Appendix E includes additional comments about student identification numbers. A selection of responses are below:

- Some departments can only see the last 4 digits or truncates DOB . . .
- Survey ID
- Access to SIS in the SIS is restricted by role
- State ID
- State system ID



Graduate or Professional Program Practices

Sixty-seven percent (n=538) of the 805 respondents indicate that their institution offers graduate or professional programs. Those who responded “yes” were prompted to answer additional questions related to professional program transcript practices. Table 9 comprises the responses.

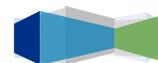
Table 9: General Notations for Graduate or Professional Program Transcripts

	Yes	No	Total Responses
Satisfactory completion of institutional qualifying examinations	106 (20%)	424 (80%)	530
Advancement and/or admissions to candidacy	69 (13%)	459 (87%)	528
Title of thesis or dissertation	144 (27%)	390 (73%)	534

Respondents were also asked if their institution is required to list any professional program certifications on the official transcript. Of the 537 who answered this question, roughly one quarter (27%, n=145) said “yes”. The reasons for the required annotations are contained in Table 10.

Table 10: Reason for Required Professional Program Annotation

	Yes	No	Uncertain	Total Responses
Required by state law	44 (31%)	35 (24%)	64 (45%)	143
Required by professional licensing	91 (61%)	16 (11%)	41 (28%)	148



Recording Name and Gender Changes

Table 11: Minimally Sufficient Documentation for Name Changes*

	Current Student	Former Student
Legal proof (e.g., marriage license or court order)	618 (74%)	529 (63%)
One government issued identification document (driver's license, passport, or social security card)	493 (59%)	413 (49%)
Two government issued identification documents	148 (18%)	136 (16%)
Marriage license or court order AND one government issued identification	296 (35%)	257 (31%)
No documentation beyond a written request from the student	42 (5%)	80 (10%)
Other - Appendix F	33 (4%)	54 (6%)

* The survey did not require an answer to these questions. As a result, a lack of response could be interpreted as a skipped question OR indicate a negative response. The percentages displayed are the number of positive responses /total possible responses (n=839).

Other minimally sufficient documentation for a name change listed in total in Appendix F include:

- Naturalization document, notarized statement
- Alumni office will accept all types of documentation
- In the case of gender identity, I will accept a written request from the student . . .
- We don't allow name changes for former students
- We only process name changes for former students if it relates to gender reassignment
- The only document acceptable for a legal name change is the social security card issued with the new name
- International student identification card
- Not applicable
- For foreign students, only passports

Table 12: Tracking Name Changes in the Database (n= 787)

	Responses
Keep the new name only	41 (5%)
Maintain the former name as well as the new	716 (91%)
Depends on the circumstances – Appendix G	30 (4%)

When selected the answer “depends on the circumstances” prompted the respondent to provide further information. Appendix G lists the all of the responses, some are included here.

- Birth name is noted
- If the student asks to remove previous names we will



- In most cases we retain both names. If a person is part of a witness protection program, we do not retain the former name.
- We keep maiden names but not “other” names

The [March 2015 AACRAO 60 Second Survey](#) addressed practices around tracking student identity preferences. The transcript practices survey contained questions related to this topic too. The results are summarized in Tables 13 and 14.

Table 13: Minimally Sufficient Documentation for Recording Gender Changes*

	Current Student	Former Student
Court order	449 (54%)	401 (48%)
One government issued identification document (driver's license, passport, or social security card)	207 (25%)	190 (23%)
Two government issued identification documents	69 (8%)	67 (8%)
Court order AND one government issued identification	169 (20%)	153 (18%)
No documentation beyond a written request from the student	79 (9%)	85 (10%)
Other	59 (7%)	68 (8%)

* The survey did not require an answer to these questions. As a result, a lack of response could be interpreted as a skipped question OR indicate a negative response. The percentages displayed are the number of positive responses /total possible responses (n=839).

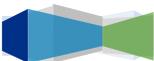
The survey did not request additional information if respondents replied “other” to the question associated with Table 13. This oversight will be addressed in the next iteration of the survey.

Table 14: Tracking Gender Change in the Database (n=687)

	Responses
Keep the new gender only	428 (62%)
Maintain the former gender as well as the new	196 (29%)
Depends on the circumstances (Appendix H)	63 (9%)

Appendix H includes “depends on the circumstances” responses. A sample of the responses are below.

- We haven’t encountered this yet, so our policy has not been established
- We would maintain the former gender name unless we were asked not to by legal authorities or the student
- We are figuring out how best to manage this process



- We will work with students in mid-transition to avoid inadvertently “outing” a student
- We do not currently have a gender change policy

Communication of Academic Decisions

Table 15: Minimally Sufficient Documentation for Communicating Academic Decisions*

	With the student	Within the institution
In-person	251 (30%)	278 (33%)
Signed, hard copy document	521 (62%)	679 (81%)
Communication within a secure portal	382 (46%)	439 (52%)
Institution issued email	466 (56%)	533 (64%)
Automated workflow	149 (18%)	239 (28%)

* The survey did not require an answer to these questions. As a result, a lack of response could be interpreted as a skipped question OR indicate a negative response. The percentages displayed are the number of positive responses /total possible responses (n=839).

Credit for Prior Learning Practices

Of the 781 respondents who answered the question, 88% (n=685) indicate that their institutions awards and transcripts credit for prior learning. Respondents were given the opportunity to ‘check all that apply’ for the various methods of annotating credit for prior learning on the official transcript (Table 16).

Appendix I lists the “other” credit for prior learning transcript annotation practices. Some of the responses include:

- German Abitur
- British A-Level exams
- ARTS, SMARTS, JST
- Work experience
- Cambridge program
- FAA ratings to academic credit
- Valley Education for Employment System

AACRAO also conducted a 60 Second Survey on Credit for Prior Learning Practices. The results can be found at <http://www.aacrao.org/resources/research/survey-results>.

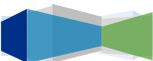


Table 16: Credit for Prior Learning Transcript Annotation Practices**

	Transfer Credit	Institutional (resident) Credit	N/A	Total Responses
Portfolio based assessment	180 (32%)	162 (28%)	259 (45%)	572
American Council on Education (ACE) guides	407 (68%)	77 (13%)	144 (24%)	600
College Level Examination Program (CLEP) exams	484 (75%)	134 (21%)	68 (11%)	644
DSST Credit by Exam Program	272 (50%)	64 (12%)	226 (42%)	543
Excelsior College Examination Program	144 (28%)	20 (4%)	358 (70%)	512
UExcel Credit by Exam Program	55 (11%)	10 (2%)	425 (88%)	485
National College Credit Recommendation Service	80 (16%)	12 (2%)	407 (83%)	492
Evaluation of Local Training	112 (22%)	74 (15%)	331 (65%)	507
Challenge exam	137 (24%)	237 (42%)	213 (38%)	563
Conversion of institutional MOOC (or other non-credit) to credit	29 (6%)	18 (4%)	436 (91%)	479
Advanced Placement (AP)	549 (83%)	130 (20%)	16 (2%)	660
International Baccalaureate (IB)	438 (73%)	86 (14%)	94 (16%)	601
Other - Appendix I	44 (21%)	21 (10%)	154 (72%)	215

** Although it was intended that “transfer credit” and “institutional (resident) credit” are mutually exclusive categories, some respondents checked both.

Part B: Respondent Opinion on Best Transcript Practices

This section of the survey asked respondents to provide their opinions about best practice even if their opinions differed from their institution’s practices. The responses are tabulated in tables 17-24.

Official Transcript Items

Table 17: General Notations

	Yes	No	Total Responses
Leave of Absence	222 (30%)	520 (70%)	742
Withdrawal from a class after census date	627 (84%)	122 (16%)	749
Courses in progress	681 (90%)	72 (10%)	753
Enrollment status	336 (45%)	403 (55%)	739
Class rank	79 (11%)	657 (89%)	736



Table 18: Eligibility to Re-enroll

	Yes	No	Total Responses
Ineligible to re-enroll for academic reasons	448 (60%)	296 (40%)	744
Ineligible to re-enroll for MINOR disciplinary violation	101 (14%)	636 (86%)	737
Ineligible to re-enroll for MAJOR disciplinary violation (i.e., more egregious crimes such as those classified as criminal offenses under the Clery Act)	294 (40%)	447 (60%)	741
Eligible to re-enroll (e.g., in good standing)	379 (51%)	358 (49%)	737

Table 19: Personal Identification Items on the Official Transcript.

	Yes	No	Total Responses
The entire Social Security Number (SSN) or equivalent	78 (10.5%)	663 (89.5%)	741
Last 4 digits of SSN	423 (57.5%)	313 (42.5%)	736
Another student identification number	590 (80.7%)	141 (19.3%)	731
No student identification number	54 (8.0%)	618 (92.0%)	672
Full date of birth (month, day, year)	293 (40.2%)	435 (59.8%)	728
Truncated date of birth	351 (49.2%)	362 (50.8%)	713
Full name	740 (99.1%)	7 (0.9%)	747
Other - Appendix J	39 (14.5%)	230 (85.5%)	269

Appendix J records the responses for “other” opinions on best practice for personal identification items on the official transcript. Some responses include:

- Gender
- Security question
- Maiden name
- Optional narrative block to explain changes in identity
- Date of admission
- Previous names



Recording Name and Gender Changes

Table 20: Minimally Sufficient Documentation for Name Changes*

	Current Student	Former Student
Legal proof (e.g., marriage license or court order)	547 (65%)	498 (59%)
One government issued identification document (driver's license, passport, or social security card)	403 (48%)	359 (43%)
Two government issued identification documents	175 (21%)	162 (19%)
Marriage license or court order AND one government issued identification	273 (33%)	239 (29%)
No documentation beyond a written request from the student	31 (4%)	39 (5%)
Other – Appendix K	13 (2%)	17 (2%)

* The survey did not require an answer to these questions. As a result, a lack of response could be interpreted as a skipped question OR indicate a negative response. The percentages displayed are the number of positive responses /total possible responses (n=839).

“Other” best practices opinions for minimally sufficient name change documentation include (Appendix K):

- In the case of a gender identity issue, I think we should accept a written request
- We do not accept a social security card
- A court order should be considered sufficient proof of a name change
- At least one Government issued photo ID

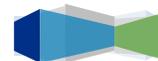
Table 21: Best Practice for Recording a Name Change in Database (n=750)

	Responses
Keep the new name only	13 (2%)
Maintain the former name as well as the new	715 (95%)
Depends on the circumstances - Appendix L	22 (3%)

Table 22: Minimally Sufficient Documentation for Gender Changes*

	Current Student	Former Student
Court order	453 (54%)	414 (50%)
One government issued identification document (driver's license, passport, or social security card)	226 (27%)	203 (24%)
Two government issued identification documents	113 (13%)	99 (12%)
Court order AND one government issued identification	231 (28%)	208 (25%)
No documentation beyond a written request from the student	85 (10%)	83 (10%)
Other - Appendix M	36 (4%)	37 (2%)

* The survey did not require an answer to these questions. As a result, a lack of response could be interpreted as a skipped question OR indicate a negative response. The percentages displayed are the number of positive responses /total possible responses (n=839).



The “other” best practice opinions provided in Appendix M for minimally sufficient documentation for recording a gender change spanned the spectrum from very permissive (e.g., “. . . there isn’t any institutional reason for a school to require any level of justification for changing the gender code . . .”) to highly restrictive (e.g., “Do not believe that gender should be changed”).

Table 23: Best Practice for Recording Gender Changes in the Academic Database (n=720)

	Responses
Keep the new gender only	228 (32%)
Maintain the former gender as well as the new	456 (63%)
Depends on the circumstances - Appendix N	36 (5%)

Communication of Academic Decisions

Table 24: Minimally Sufficient Documentation for Communicating Academic Decisions*

	With the student	Within the institution
In-person	247 (30%)	264 (31%)
Signed, hard copy document	536 (64%)	654 (78%)
Communication within a secure portal	480 (58%)	564 (67%)
Institution issued email	442 (53%)	530 (63%)
Automated workflow	275 (33%)	417 (50%)

* The survey did not require an answer to these questions. As a result, a lack of response could be interpreted as a skipped question OR indicate a negative response. The percentages displayed are the number of positive responses /total possible responses (n=839).

Appendix O contains a selection from the comments received for communicating academic decisions.

Questions regarding this or other AACRAO research should be directed to Wendy Kilgore, AACRAO Director of Research and Managing Consultant at wendyk@aacrao.org.



Appendix A: Survey Instrument

2015 Transcript Practices*

***Note: Looping indicators are not included**

INTRODUCTION Thank you for your interest in completing this comprehensive survey on transcript practices, your responses will help us update the 2016 version of the AACRAO Academic Record and Transcript Guide. This survey will take about 15-20 minutes to complete. You can stop, save and return to the survey if you would like to complete it in more than one sitting. It consists of two parts. Part A means to capture a snapshot of your institution's current transcript and database practices. Part B asks what YOU think are the best transcript and database practices, even if they differ from your institution's current practices. If you have any questions about this survey, please contact us at research@aacrao.org.

Part A

Part A focuses on current transcript practices at your institution.

Section 1A: Items Included on Your Institution's Official Transcript

In this section, please indicate if your institution includes (Yes) or does not include (No) each of the items on the official transcript.

General Notations

	Yes	No
Leave of Absence	<input type="radio"/>	<input type="radio"/>
Withdrawal from a class after census date	<input type="radio"/>	<input type="radio"/>
Courses in progress	<input type="radio"/>	<input type="radio"/>
Enrollment status	<input type="radio"/>	<input type="radio"/>
Class rank	<input type="radio"/>	<input type="radio"/>

Eligibility to Re-enroll

	Yes	No
Ineligible to re-enroll for academic reasons	<input type="radio"/>	<input type="radio"/>
Ineligible to re-enroll for MINOR disciplinary violation	<input type="radio"/>	<input type="radio"/>
Ineligible to re-enroll for MAJOR disciplinary violation (i.e., more egregious crimes such as those classified as criminal offenses under the Clery Act)	<input type="radio"/>	<input type="radio"/>
Eligible to re-enroll (e.g., in good standing)	<input type="radio"/>	<input type="radio"/>

Academic Probation

	Yes	No
Period of time student was on probation	<input type="radio"/>	<input type="radio"/>
Indication of probation for academic reasons	<input type="radio"/>	<input type="radio"/>
Indication of probation for behavioral reasons	<input type="radio"/>	<input type="radio"/>



In this section, please indicate if your institution includes (Yes) or does not include (No) each of the items on the official transcript.

Transfer Credit Information

	Yes	No
Total credits transferred ONLY	<input type="radio"/>	<input type="radio"/>
Dates transfer courses were taken	<input type="radio"/>	<input type="radio"/>
List each course accepted to transfer	<input type="radio"/>	<input type="radio"/>
Indication of applicability of transfer course to major or minor	<input type="radio"/>	<input type="radio"/>

Honors Information

	Yes	No
Dean's List	<input type="radio"/>	<input type="radio"/>
Phi Beta Kappa	<input type="radio"/>	<input type="radio"/>
Phi Theta Kappa	<input type="radio"/>	<input type="radio"/>
Institution Honor Program	<input type="radio"/>	<input type="radio"/>
Departmental or College Honor Program	<input type="radio"/>	<input type="radio"/>

Degree (credential) Completion Information

	Yes	No
Date degree conferred	<input type="radio"/>	<input type="radio"/>
Date degree completed if the SAME as degree conferral	<input type="radio"/>	<input type="radio"/>
Date degree completed if DIFFERENT from degree conferral	<input type="radio"/>	<input type="radio"/>
If you note the date the degree was completed does it include the day of the month?	<input type="radio"/>	<input type="radio"/>
Date degree completed, if different from term the degree requirements were met	<input type="radio"/>	<input type="radio"/>

Additional comments about items included on your institution's official transcript

Section 2A: Student Identification Numbers

OFFICIAL TRANSCRIPT: Please indicate if your institution includes (Yes) or does not include (No) each of the items on the OFFICIAL TRANSCRIPT

	Yes	No
The entire Social Security Number (SSN) or equivalent	<input type="radio"/>	<input type="radio"/>
Last 4 digits of SSN	<input type="radio"/>	<input type="radio"/>
Another student identification number	<input type="radio"/>	<input type="radio"/>
No student identification number	<input type="radio"/>	<input type="radio"/>
Full date of birth (month, day, year)	<input type="radio"/>	<input type="radio"/>
Truncated date of birth	<input type="radio"/>	<input type="radio"/>
Full name	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>



Additional comments and/or comment for "Other"

ACADEMIC DATABASE: Please indicate if your institution includes (Yes) or does not include (No) each of the items in the ACADEMIC DATABASE

	Yes	No
The entire Social Security Number (SSN) or equivalent	<input type="radio"/>	<input type="radio"/>
Last 4 digits of SSN	<input type="radio"/>	<input type="radio"/>
Another student identification number (alpha numeric or numeric)	<input type="radio"/>	<input type="radio"/>
No student identification number	<input type="radio"/>	<input type="radio"/>
Full date of birth (month, day, year)	<input type="radio"/>	<input type="radio"/>
Truncated date of birth	<input type="radio"/>	<input type="radio"/>
Full name	<input type="radio"/>	<input type="radio"/>
Other system created unique record identifier	<input type="radio"/>	<input type="radio"/>

Additional comments

Section 3A: Transcript Practices Specific to Graduate and Professional Schools

Does your institution offer any graduate or professional programs?

- Yes
- No

Is your institution required to list any professional program certifications on the official transcript? (e.g., teacher certification, etc.)

- Yes
- No

Reason for annotation

	Yes	No	Uncertain
Required by state law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Required by professional licensing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In this section, please indicate if your institution includes (Yes) or does not include (No) each of the items on the official transcript.

General Notations

	Yes	No
Satisfactory completion of institutional qualifying examinations	<input type="radio"/>	<input type="radio"/>
Advancement and/or admissions to candidacy	<input type="radio"/>	<input type="radio"/>
Title of thesis or dissertation	<input type="radio"/>	<input type="radio"/>



Section 4A: Practices for Name Change

Please indicate which of the following are minimally sufficient for name changes for current and former students

	Current Student	Former Student
Legal proof (e.g., marriage license or court order)	<input type="checkbox"/>	<input type="checkbox"/>
One government issued identification document (driver's license, passport, or social security card)	<input type="checkbox"/>	<input type="checkbox"/>
Two government issued identification documents	<input type="checkbox"/>	<input type="checkbox"/>
Marriage license or court order AND one government issued identification	<input type="checkbox"/>	<input type="checkbox"/>
No documentation beyond a written request from the student	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Please describe "Other" if applicable

How does your institution keep track of name changes in the database?

- Keep the new name only
- Maintain the former name as well as the new
- Depends on the circumstances

Please describe "Depends on the circumstances"

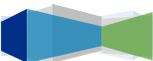
Section 5A: Practices for Gender Change

Please indicate which of the following are minimally sufficient for gender changes for current and former students.

	Current Student	Former Student
Court order	<input type="checkbox"/>	<input type="checkbox"/>
One government issued identification document (driver's license, passport, or social security card)	<input type="checkbox"/>	<input type="checkbox"/>
Two government issued identification documents	<input type="checkbox"/>	<input type="checkbox"/>
Court order AND one government issued identification	<input type="checkbox"/>	<input type="checkbox"/>
No documentation beyond a written request from the student	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

How does your institution track the gender change in the database?

- Keep the new gender only
- Maintain the former gender as well as the new
- Depends on the circumstances



Please describe "Depends on the circumstances"

Section 6A: Communication of Academic Decisions

Please indicate which modes of communication are sufficient documentation of academic decisions within the institution and with the student. (e.g., grade change) (check all that apply)

	With the student	Within the institution
In-person	<input type="checkbox"/>	<input type="checkbox"/>
Signed, hard copy document	<input type="checkbox"/>	<input type="checkbox"/>
Communication within a secure portal	<input type="checkbox"/>	<input type="checkbox"/>
Institution issued email	<input type="checkbox"/>	<input type="checkbox"/>
Automated workflow	<input type="checkbox"/>	<input type="checkbox"/>

Section 7A: Credit for Prior Learning Transcript Practices

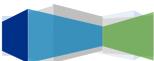
Does your institution award (and transcript) credit for prior learning (e.g., AP, IB, ACE, CLEP, credit by examination, portfolio assessment, etc.)

- Yes
- No

Please indicate how, if at all, your institution annotates the various types of credit for prior learning on the official transcript (Check all that apply)

	Transfer Credit	Institutional (resident) Credit	N/A
Portfolio based assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Council on Education (ACE) guides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Level Examination Program (CLEP) exams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DSST Credit by Exam Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excelsior College Examination Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UExcel Credit by Exam Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National College Credit Recommendation Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of Local Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Challenge exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conversion of institutional MOOC (or other non-credit) to credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Placement (AP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Baccalaureate (IB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe "Other"



PART B: You are halfway done with this survey - congratulations! Thank you for completing Part A, your institution's current transcript and database PRACTICES. The next section, Part B, asks about your OPINION on best transcript and database practices (even if your opinion differs from the current practice at your institution).

Part B

Part B asks your opinion about best transcript practices even if your opinion differs from the current practice at your institution.

Section 1B: Items to Include on the Official Transcript

General Notations

Please indicate if you believe the following items SHOULD be included on the official transcript.

	Yes	No
Leave of Absence	<input type="radio"/>	<input type="radio"/>
Withdrawal from a class after census date	<input type="radio"/>	<input type="radio"/>
Courses in progress	<input type="radio"/>	<input type="radio"/>
Enrollment status	<input type="radio"/>	<input type="radio"/>
Class rank	<input type="radio"/>	<input type="radio"/>

Eligibility to Re-enroll

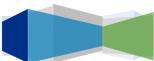
	Yes	No
Ineligible to re-enroll for academic reasons	<input type="radio"/>	<input type="radio"/>
Ineligible to re-enroll for MINOR disciplinary violation	<input type="radio"/>	<input type="radio"/>
Ineligible to re-enroll for MAJOR disciplinary violation (i.e., more egregious crimes such as those classified as criminal offenses under the Clery Act)	<input type="radio"/>	<input type="radio"/>
Eligible to re-enroll (e.g., in good standing)	<input type="radio"/>	<input type="radio"/>

Section 2B: Student Identification Numbers

Please indicate if you believe the following personal identification items SHOULD be included on the official transcript.

	Yes	No
The entire Social Security Number (SSN) or equivalent	<input type="radio"/>	<input type="radio"/>
Last 4 digits of SSN	<input type="radio"/>	<input type="radio"/>
Another student identification number	<input type="radio"/>	<input type="radio"/>
No student identification number	<input type="radio"/>	<input type="radio"/>
Full date of birth (month, day, year)	<input type="radio"/>	<input type="radio"/>
Truncated date of birth	<input type="radio"/>	<input type="radio"/>
Full name	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

Please describe "Other" recommended personal identification practices for official transcripts.



Section 3B: Practices for Name Changes

Please indicate which of the following you believe are minimally sufficient for name changes for current or former students

	Current Student	Former Student
Legal proof (e.g., marriage license or court order)	<input type="checkbox"/>	<input type="checkbox"/>
One government issued identification document (driver's license, passport, or social security card)	<input type="checkbox"/>	<input type="checkbox"/>
Two government issued identification documents	<input type="checkbox"/>	<input type="checkbox"/>
Marriage license or court order AND one government issued identification	<input type="checkbox"/>	<input type="checkbox"/>
No documentation beyond a written request from the student	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Please describe "Other" recommended name change practices.

Section 4B: Practices for Name Changes

Please indicate what you believe is best practice for recording a name change in the student information system.

- Keep the new name only
- Maintain the former name as well as the new
- Depends on the circumstances

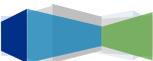
Please describe "Depends on the circumstances"

Section 5B: Practices for Gender Changes

Please indicate which of the following you believe are minimally sufficient for gender changes for current and former students

	Current Student	Former Student
Court order	<input type="checkbox"/>	<input type="checkbox"/>
One government issued identification document (driver's license, passport, or social security card)	<input type="checkbox"/>	<input type="checkbox"/>
Two government issued identification documents	<input type="checkbox"/>	<input type="checkbox"/>
Court order AND one government issued identification	<input type="checkbox"/>	<input type="checkbox"/>
No documentation beyond a written request from the student	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Please describe "Other" recommended gender change practices.



Section 6B: Practices for Gender Changes

Please indicate what you believe is best practice for recording a gender change in the student information system.

- Keep the new gender only
- Maintain the former gender as well as the new
- Depends on the circumstances

Please describe "Depends on the circumstances"

Section 7B: Communication of Academic Decisions

Please indicate which modes you believe are acceptable as sufficient documentation of academic decisions within the institution and with the student. (e.g., grade changes) (check all that apply)

	With the student	Within the institution
In-person	<input type="checkbox"/>	<input type="checkbox"/>
Signed, hard copy document	<input type="checkbox"/>	<input type="checkbox"/>
Communication within a secure portal	<input type="checkbox"/>	<input type="checkbox"/>
Institution issued email	<input type="checkbox"/>	<input type="checkbox"/>
Automated workflow	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments

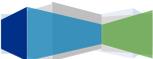
Supplemental

Are you an AACRAO member?

- Yes
- No

Would you like to receive information on membership?

- Yes
- No

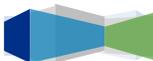


Appendix B: Count of Respondent by Institution Size, Control and Type

Institution Size	Respondent Count
Under 1,000	195
Public	18
Stand-alone Campus	9
Campus w/in System	4
Addtl. Branch Campus in System	3
Addtl. Branch Campus of Stand Alone	2
Private	177
Stand-alone Campus	165
Campus w/in System	1
Addtl. Branch Campus of Stand Alone	11
1,000 - 2,499	203
Public	45
Stand-alone Campus	24
Campus w/in System	19
Addtl. Branch Campus of Stand Alone	2
Private	158
Stand-alone Campus	153
Campus w/in System	2
Addtl. Branch Campus of Stand Alone	3
2,500 - 4,999	145
Public	66
Stand-alone Campus	39
Campus w/in System	26
Addtl. Branch Campus in System	1
Private	79
Stand-alone Campus	77
Campus w/in System	1
Addtl. Branch Campus in System	1
5,000 - 9,999	127
Public	79
Stand-alone Campus	37
Campus w/in System	41
Addtl. Branch Campus of Stand Alone	1
Private	48
Stand-alone Campus	47
Campus w/in System	1



10,000 - 19,999	87
Public	61
Stand-alone Campus	29
Campus w/in System	32
Private	26
Stand-alone Campus	22
Campus w/in System	3
Addtl. Branch Campus of Stand Alone	1
20,000+	82
Public	69
Stand-alone Campus	37
Campus w/in System	32
Private	13
Stand-alone Campus	13
Grand Total	839



Appendix C: Part A - “Additional Comments” about Items Included on the Official Transcript

Response
We include notation of the primary academic program in each term of enrollment. We also post certain professional presentations and student teaching experience.
Some of the scenarios didn't apply so a response of N/A would have been preferable to answering No.
First major displays for each term in the term header. Credit by exam, IB, and AP credits show as a header notation (separately with the number of credits) similar to transfer credit. Specializations show when Graduate Degree is awarded with one. Dissertation title shows for Doctoral degrees.
We have notations for students enrolled in joint degree programs with other institutions listing the name of the institution we have the agreement with for each semester they are enrolled in that joint program. We have a notation for students (under enrollment status) who have been readmitted after an academic dismissal or after a prolonged absence (5 or more semesters).
Completion of required testing for education licensure [state is now requiring a notation when a major in education has NOT completed testing as well] Location of student teaching or equivalent experience for education licensure.
Date Accepted into the Degree program; Leave of Absences granted with date range information
Repeated courses
Academic Amnesty Policy if applicable
Although we do not indicate the student's ability to re-enroll we do indicate if a student was suspended or dismissed. Participation in the University Honors Program or departmental honors programs are noted upon degree conferral.
Study abroad locations, thesis/dissertation titles
We have ongoing discussions about the recording of disciplinary suspensions and dismissals. Currently we record dismissals and we are determining if we will record suspensions.
Individual transfer courses are normally listed but there are instances where bulk general electives are combined as one listing separated by multiple institutions if necessary.
For Transfer Credit we list the institution(s) from which the credits were earned, but list our equivalent course number and name.
Latin honors. Degree with honors (different from Latin honors)
Confidentiality of document and ways to identify document as authentic
We also include minors and specializations
I sense continued pressure to include disciplinary matters on the transcript. Please resist the drumbeat. Moving in this direction is a quagmire.
Our transfer credit includes each course completed elsewhere, where it was completed, and the grade received. I plan to move away from the practice and only include summary information by institution since I don't want to replicate data that should be coming from the originating institution. I'd like to include date degree requirements completed for those situations where students need proof of degree requirements met before the conferral date.
Much of what we can include on the transcript is dictated by the software vendor. There are very few 'options' - day of birth, SSN, previous institution for example.
ABC does not assign traditional honors. Awards granted for thesis writing, etc. appear on transcript.
Valedictorian and salutatorian are also noted as is Latin Honors. For students in programs that receive institutional endorsement for certification or licensure there is a statement that the student has completed the requirements for that program.
We do not use the terminology "degree conferred" on our transcripts at all. We only have "Degree Awarded:.." with the date listed.
Indicate if a course credit was earned by a challenge exam



Study abroad credit is treated the same as transfer credit in calculations, but appears in detail within a term on the official transcript. Transfer credit other than study abroad credit is denoted at the top of the transcript in aggregated form.
We also show the student's major, minor, and the date the student passed our Writing Proficiency requirement. For our student number we use the last four digits of the Social Security number. While we don't record probation, we do record academic dismissal from the college. We do not record disciplinary dismissal. We add a comment indicating the school and country if the student studied abroad.
If a student takes a class "out of career" (i.e., an undergrad takes a grad class) then that is noted on the transcript. If that class is used to ultimately meet undergrad degree requirements then that is also noted. Classes that are repeated in order to improve a grade are noted.
We make a notation that the school used to be on Quarters, and when we switched to Semesters, we converted all credits, and the transcript now shows all credits in Semesters, even the old quarter hours.
It's pretty basic----we are a BANNER school, so we take the transcript straight out of BANNER with no modifications. Our legend on the reverse is pretty comprehensive and we provide a lot of information there.
Credit for Prior Learning; Challenge examination notation; return to good standing when previously placed on probation; academic renewal (out 10 years - again matriculated - and removing any poor grades from the GPA); Alpha Chi because the whole campus is eligible; withdrawn past the deadline -- grades of "WF" withdraw fail.
Phi Kappa Phi Honor Society induction
Historically, Academic Probation was recorded on the student's academic transcript. Beginning with the Fall 2014 semester and going forward, notations of Academic Probation will no longer appear on the transcript. Academic Probation notations will continue to appear on the transcript for terms prior to Fall 2014. The only time we add a degree completion date to a student's degree information is when requirements are met before the month of the conferral date. Conferral dates are December 31st, May 31st and August 31st for students completing in December, May or August, respectively. If by Enrollment Status you mean whether a student was full or part-time, the answer is no; that information is not recorded on the transcript. If you mean whether or not a student was enrolled for the term that information can certainly be determined by the presence or absence of courses on the transcript for that term.
Along with LOA and probation notations on a student's transcript we also include withdraw (student request or Administrative) and Academic Dismissal.
Student's status (withdrawn, suspended, leave, etc.) are only on the transcript as long as that status is in effect. When the student returns, the transcript shows the absence only by virtue of missing terms.
Date printed
Awards Trimester, Class, grade, credits earned. Transfer credit is designated under "Other/Transferred Credits" and lists total credits accepted for specific general education categories, and credits accepted to replace required courses. No transfer credit grades are listed. Credit is transferred for grades of "C" or better for prior undergraduate work and "B-" or better for prior graduate work. Credit is also accepted for other prior learning such as CLEP, AP, Proficiency examinations, portfolio review, military service, etc. Accreditation; Authentication Statement; Confidentiality Statement; Calendar System statement; Class Rank statement;
Remediation courses
Scholarship awards, Teaching Internships, Some volunteer experiences
We also include summary notes showing the location of any study abroad programs.
We include a statement if the student has met the requirements for our state's transfer agreement (Michigan).
Endorsement for state education license
Legend explaining the Academic Year.



Some of your questions don't allow for non-use, meaning is the 'no' due to our policy or is the 'no' due to not relevant to my institution. Example, we don't have department honors. My 'no' is due to not having any department honors programs, but if we did it would be on the transcript and be a 'yes'.
Name, month and day of birth, prior degree, date transcript printed, institution name and address, phone, degree program, concentration, page # of #, end of transcript notation, some individual student transcript notes as needed.
notation made if grade is changed (including if changed from incomplete)
Minors, concentrations, certificates, name/location of study abroad programs
List the student's major area of study, minor, or concentration. List the dissertation title for doctoral programs. List date for comprehensive exam completed for master's and doctoral programs. Also list special accreditation statements as required by the agency (CACREP, NCATE) and include Maryland State Department of Education (MSDE) statement about student teach level and content area. Also include the student ID number and last four digits for the social security number.
If military, then rank is included.
Regarding the question about transfer work: For work completed before enrollment at this college, we list only aggregate points. For work completed after matriculation here (summer school, study leave), we list individual courses and credits.
We also include service learning
Latin Honors. Teacher Certification confirmation information.
Texas Success Initiative Requirements Met, Core Curriculum Met, and Test Credits earned.
Date of Incomplete grade change
Second Majors, minors. exchange students participation, internships participation
For graduates: Degree (BA or BS); Major(s); Minor(s)
Many of our current practices are due to legacy system limitations. Some of these will change as we migrate to a new system.
High School & graduation date
Immunizations are included on a separate sheet but sometimes shared along with the official transcript
Indicate if graduated with Honors, indicate AP credit, indicate CLEP credit
Graduation honors
Use Latin Honors at the time a degree is posted.
Term, course number, course title, credits, grades, cumulative totals, GPA, name, student id, birth date, if graduate than degree conferred.
We do include a statement in cases where students are approved to graduate under catalog requirements beyond the standard 6 year maximum.
W for course withdrawal after census date. Academic Warning, Probation, Suspension. Social Suspension with date eligible to reapply. Expulsion.
Academic probation and academic suspension are noted on the transcript. Good standing is not included - the assumption is that a student is in good standing unless noted otherwise.
Service Learning Hours
Other information includes: level, student type, high school, admit term, school college (i.e. Business), major.
High School attended and date of graduation, birthdate including month day and year, student id @ date of matriculation, print date of transcript, major(s), minor(s)
Study abroad location and dates, dissertation and thesis titles,
When a student is required to withdraw of academic reasons it is notated on the transcript with a date of withdrawal.
We transcript institution equivalent course notations for transfer coursework.
Would prefer to only have total transfer credit hours and not individual courses.
ASG Board member



We include student teaching hours for teacher certification purposes, and we also record the dates that incomplete grades were made up. Finally, we show cumulative admission action (e.g., "Admitted to MA in XXX" followed by "Admitted to PhD in YYY").
We also include emphasis areas, minors, certificates (official) earned. We include term and cum GPA. We have the ability to add special transcript notes, so we do include teaching certification for the state. We include study abroad place holder courses that indicate location. Grades for course, credit hours and course name are included too.
We include president's and vice president's honor roll. Instead of a date, we use the year/quarter of degree/certificate completion.
Indication of completion of the Ohio Transfer Module Indication of graduation accolades Indication of term accolades i.e., Dean's List Indication of course requirements waived
We allow students to choose to suppress SSN, DOB, UFID, and test data
We have different practices for our different Colleges. For instances, for our College of Medicine, we accept a group of students as Transfer students in to third year.
We code the Guarantee Transfer courses for Colorado.
We only transcript current academic standing as of the transcript production date. That means if a student has been put on academic probation (AP) and remains on that status when the transcript was produced that would be displayed. However, if a student was on AP at one point and has since returned to academic good standing when the transcript was produced the AP would not appear.
Academic major, minor, concentrations, certifications; academic advisors
We notate changes of major, minor and concentrations to provide a clear time line of the student's academic career. Graduation honors are noted. Candidacy expiration notation for graduate students, extension of candidacy notation, waiver of residency requirement status
We also note date of last attendance.
Former name, Texas Success Initiative (testing) scores, Texas Core completion information, high school attended, HS graduation status, HS graduation year
We are graduate only and do not accept any transfer credits, so many of the previous questions did not apply, rather than we do not do them.
Recently reworked the legend on our transcript, however it seems like there is so much that should go on the legend.....just not enough space.
Majors and Specializations earned Certificates earned OPE ID #
Thesis/dissertation titles. teacher cert. language certification, major and minor Latin designation.
only last 4 of SSN are shown for proper identification
Commencement honors
Birthday month/day, but not year. We have started indicating "student's preferred name at time of attendance" for students who request that (to accommodate transitioning students.)
Institutional Recommendations such as NCATE and Nursing.
Graduation honors, concentration, minors, double majors
We only enter PTK & Honor program notes when a student graduates, not before.
Issue Date SAT scores if available US/GA HISTORY AND AM.GOV'T requirements marked
Hours attempted, grade forgiveness note.
If all degree requirements are met before the date the degree is conferred, then we will make a note of such upon request only.
1) Administrative (vs. personal) withdrawal noted on transcript.



2) Explanation for my answer re: when degree requirements are completed prior to degree conferred: We do not indicate the date, but we do indicate the semester. (We confer a degree once a year in the Spring only. If degree requirements were completed in the Fall semester or Winter term, student is registered in Spring as Complete Degree.
ID student number, last 4 numbers of Social Security, gender, student address, program, date of birth, GPA by term and accumulative.
Title of a practicum or the place they completed their internship.
We do not include dismissal information. We do include if there is a student judicial hold (as a transcript note).
Name of the college transfer credits are accepted from. Name and location of study abroad program. Academic suspension Academic Integrity/Honesty suspension Disciplinary suspension Voluntary withdrawal
Grading System, Accreditation and License, General Point Average (GPA), Unit or Credit and Academic Term Year, Codification Level, Names Changes.
Major Florida Residency indication GPA; Transfer, Degree, college GPA, Cumulative GPA
The answers to many of these questions were not only "yes" or "no." Many would have been answered differently if I had been able to.
Credential honors Summa, magna and cum laude
Our eligibility to enroll status is implied by the probation and dismissal terminology.
If student graduates with an Honors degree, this is listed at same time as degree information.
Suspension and dates. Withdrawal. Dismissal.
Course level i.e. Undergraduate - Semester Current Program/Major Credits earned Term GPA Cumulative GPA
Certification Statement for Education Majors and for Social Work majors
Kappa Beta Delta
Terms courses taken, Term GPA, CUM GPA
MACRAO AGREEMENT SATISFIED, Current Program Major, Course Level Undergraduate
Total number of transfer credits accepted toward degree and the schools they were completed at are included on the official transcript. College, major, and abbreviated SSN and birth date are also included.
University Event-related misconduct notation is required by regulations, however we have not had to apply such a notation to date.
The Air University Official Transcript covers both formal degree programs and military education and continuing education for career development courses. This means we include both academic credit hours and course contact hours, as well as academic degree awarded (and honors if earned) or program/course completion information.
Academic Bankruptcy of terms are listed
We also included notation if grades have been 'forgiven' due to course repetition.
Repeated courses, topics course titles
Transcript legend on back of each transcript page



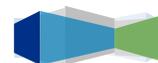
Academic bankruptcy/forgiveness is noted by a symbol following the original grade given and is removed from GPA
Name of Study Abroad institution if completed through a program of Covenant.
For doctorate students only, we include date requirements for degree was completed. We also post conferral date.
We indicate repeated courses, activity credit not allowed after the limit has been reached by a student, and candidacy into a graduate degree program.
Education History, e.g. Institution, Degree, Date (year only) GRE (unless waived)
Graduate students - milestones, certificates & General exam
Program suspension is noted on the transcript
We also have special notes that include 1) indicating a semester withdrawal from all classes for a term 2) a note regarding a re-computation of their GPA for our special forgiveness policy if the student qualifies, 3) accreditation note for students earning an education degree 4) a note if a student adds an additional major or minor after graduation 5) a note if a student earns an UG certificate
Birth date, and the name of high school for freshman students
Major, each term; Major for degree; credits & GPA, academic standing; institution from which credits are accepted, cumulative totals & GPA
Would like to know how many institutions place transfer courses that do not meet a degree requirement on their transcript.
Student ID Number AP and CLEP exams resulting in transfer credit are listed out individually.
We do list a Dean of Student's Hold for those students ineligible to return because of disciplinary reasons. We also list suspension if the infraction was egregious; however, it does not specify that it was a discipline suspension as opposed to an academic suspension.
We include High School graduation date and the name of the High School.
We currently only include "negative" academic standings, but hope to soon automate our process to include "good academic standing." I like the idea of including eligibility to re-enroll and will suggest this be included on our transcripts.
Admitted as a second bachelor's or master's where applicable. Course is approved as a service learning course Course not applicable to the degree program State Approved Certification where applicable
In addition to academic degree credit bearing course requirements, we also list co-curricular and non-degree credit bearing activities.
Majors Minors Graduation Date Rank Latin Honors last 4 digits of SSN Date of printing
Date degree conferred, major and minor earned
No additional items included.
Academic Bankruptcy, if applicable, and the term or terms.
We also includes various awards that are awarded throughout the year: Open House Awards and Graduation Awards. In the past we have also included a designation for Who's Who.
Class ranking for DDS students only. DNB I and II scores for DDS students
If a student were academically dismissed (versus a behavior or discipline) that is notated on the official transcript. If there is a dismissal due to behavioral, it would just notate an administrative withdraw with the date. We also include the final doctoral thesis title for our awarded PhDs on the official transcript.



Student Number Address High School Major & Minor
Due to the small size of our school/graduating classes, we only hold one graduation ceremony per year. All degrees for the year are awarded at that time and that date is indicated on all transcripts. (In previous years, enrollment was much higher and there were multiple ceremonies).
Our transcript provides the term GPA and credits attempted and earned for each term the student was enrolled for courses.
include/exclude on repeats notation of study abroad
We do include the complete date for the conferral of our degrees on our transcripts.
If a student has been academically disqualified that information is included on the transcript. We will also include a note if the student is subsequently readmitted. We do not include any other academic probation notations
Notation on term in which a student was removed from probation.
High School attended College Student ID Former names
Student type such as first time freshman, continuing, transfer. Semester comment if reinstated early due to appeal for a particular semester.
Suspension notice is removed if the term allotted by the Dean of Judicial Affairs indicates the timeline is less than one year per CSU executive order. If the suspension is more than one year, the suspension notice on the transcript will remain.
The medical school transcript is different than the undergraduate and graduate transcripts in that the medical school transcript list leave of absence, academic probation, etc., but the undergraduate and graduate only list the degree information.
UNC and NCCCS have a Comprehensive Articulated Agreement (CAA) for acceptance and transfer of specific courses. Those courses are identified with a single asterisk on our transcript. The courses with double asterisks are UNC Core Hour courses.
date that students officially withdraw from the institution
College recognitions (Up to 5 recognitions)
Graduation Prizes Thesis Title
Upon request - will include statement re: degree completion with note about graduation dates
President's Emerging Leaders
Status in developmental studies class, residency status (instate/out of state), immunizations
We show rank in "graduating" class for undergraduates. We also indicate majors, minors, and multiple bachelor's degrees on our transcripts.
Name, address, SS#, , Major, Birthdate, Advisor's name, ID # and date of processed
Indication of the following: Credit by examination, Prior Learning Assessment Credits
Academic Fresh Start comments are entered on the transcript
Test scores and service learning hours.
Degree from another institution is listed in the comment section of the transcript
Medical withdrawals are noted on the transcript. Fresh start (academic forgiveness) noted on the transcript. Alpha Beta Gamma noted on the transcript. Honors and High Honors noted on the transcript.
We include clock hours in addition to credits, quality points and grade. This is to satisfy licensing agencies. We also include a comment for our DC graduates 120 hours of physiotherapy verified.



The Grade interpretation is also provided in a separate page.
Student Id number , current address
Our transcripts are pretty traditional, they contain the year and term, the course number and title, the credit type (normal or P/F), grade repeat flag, hrs. attempted, hrs. earned, GPA, and quality points. In addition each term lists, the Term Totals and the Career Totals. The degree information consists of: Degree (BA, BS, etc.) the Date Conferred*, all completed majors, minors, and concentrations, and if applicable, the graduation honors (Summa Cum Laude, etc.) *The date Conferred is the last day of finals or the date when the student completed the requirements for graduation. The Diploma lists the Ceremonial date.
We are considering NOT having robust legend on the paper copy - defer to website.
date and name of certificates completed; location, hours, and completion date of internships if licensing agency requires that documentation
Some answers were not 100% because we post Education courses differently due to State Dept requirements
Students in our Honors Program have this noted on their transcript when the degree is conferred where it is noted as an "Institutional Honor". The only other way this program would be noted is in the subject code of the student's coursework.
Graduate School: academic milestones & date achieved; teaching assignments; course instructors; primary advisor(s). Undergraduate: residential college; engineering certification (ABET)
We include student name, DOB, and student ID#. We also include the student's current major and the date the transcript was printed.
We note both the Thesis and Dissertation Titles
We do not include transfer grades in the calculation of our CGPA.
For the last set of questions, the last two questions are really N/A since we only indicate the date the degree is conferred and not completed.
Completion of State Transfer Module for transfer students English Proficiency Exam completion
We will list whether a student has voluntarily withdrawn, been administratively separated or dismissed with a date, but we will not list the reason why (e.g. disciplinary, academically, medically, etc.).
We also note whether a course has been flagged as a repeated course or an alleviated course Major(s) listed each term.
Recommendations found in the AACRAO 2011 Academic Record and Transcript Guide are followed for posting independent studies, internships, study abroad, military credit and credit by exam.
We include courses accepted in transfer including their grades, but do not count them in the GPA.
Masked SSN, Date of Birth, High School, First Semester, Last Semester, Student Level, Major, Concentration
In Michigan, we also have two in-state transfer endorsements that can appear on a student's transcript: MACRAO Requirements Met, and MTA Satisfied. MACRAO stands for Michigan Association of Collegiate Registrars and Admissions Officers. MTA stands for Michigan Transfer Agreement.
College or School (i.e. College of Engineering, School of Business) and major for each term are included.
Other notations on transcripts: Academic/clinical dismissals, withdrawals, leaves of absences and returns
student name student social security # current major/minor degrees completed transfer work institution work Institution GPA Transfer GPA Cumulative GPA



Registrar Signature/official seal
Names of the colleges or universities from which transfer credit was awarded. Total number of transfer credits listed, then Total credits including transfer credits listed. Graduating Honors designation: Summa, Magna, or Cum Laude
A couple of emerging issues are, one, the extent to which extracurricular activities (e.g., service learning experiencing), and two, how to note additional majors that were completed after the degree was originally awarded.
Institutional prizes and awards
Notations of egregious violations are handled on a case by case basis.
Academic Suspension is listed on the transcript.
Although we transfer in all transferrable courses, we only list transfer credit on the transcript if it is applicable to the student's program
Bankruptcy Policy is included on the transcript as a note on the term it was granted. If they were entered into a cohort in Elementary Education Department in the term they entered.
Waiver of Curriculum Articulation Agreement
Participation in Association of Independent Colleges of Art and Design Mobility Program and the institution where studies were completed that term or participation in Oregon Alliance of Independent Colleges and Universities Cross-Registration and the institution where the course was completed off-campus.
We also include graduation honors, such as cum laude, magna cum laude and summa cum laude
We include a designation for withdrawals due to call of active duty.
We also indicate repeated courses; volunteer hours completed by the student.
Titles of independent study projects and identifying information about internships. Header note associated with a given term to indicate where student studied off campus. Majors & minors in progress for current students; for graduates, degree block includes conferral date, majors, minors, Latin honors, name printed on diploma. Summary notes show participation/title of international student symposium (fall term) and student symposium (spring term) presentations.
Our transcripts also include the transferring college or university.



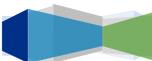
Appendix D: Part A - "Other" Items for Student Identification on Transcript*

*This item was intended to capture additional items for student identification only. However, respondents reported other transcript items not related to student identification as well.

Response
Level of the Transcript (Undergraduate, Graduate or Professional for School of Law or School of Dentistry) is printed at the top along with name and the items above.
Record on file of legal/home/permanent address.
Date of matriculation.
Home Address
Truncated date of birth = month and date. First and Last name only
Date of birth include month and day.
Complete address
Student name and address, gender, date printed
Permanent address
A student can opt to include their SSN on an official transcript when making the request for the document.
First name, middle initial, last name only (Maiden name or suffix such as "Jr. or III" may not appear.)
Enrolled date
We include address.
We do have a special version of our transcript that includes the full SSN that we use when submitting records to the State Board of Education - they still index by SSN.
Student's home address.
Permanent address
Our transcript lists student's current name not name at time of attendance.
Student level (undergraduate, graduate, Law, etc.)
We include previous student names.
CUM GPA, major, concentration, minor
We will include the full SSN if requester indicates that it is needed.
Address
Archived paper transcripts do show the student's Social Security Number and Date of Birth, as well as the student's full name. Transcripts produced in our new Student Information System (since Fall 2008) do not include the Social Security Number. Requests for archived paper transcripts currently represent 10% or less of our total transcript requests.
Preferred name. Names are given as of last enrollment, not as might have been reported by students after their last enrollment.
Place of birth (state or country only) Previous degrees, verified
Student permanent address
Address
Academic Program
Unique Identification Code as required by state, along with institutional code.
Address
Original start date
If military, then rank is included.
SSN withheld on student request. Previous names are listed (except for changes of gender).
In our legacy system, we had the option to print the SSN or not. The requestor could designate if they wanted SSN or not on the transcript. I'm not sure our new SIS will have this option.
Address of student



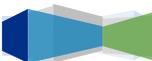
Sex
Student Level is included
Maiden/Birth Name
Address
Home Address
Major
Student's address
Majors
Minors
Student Address
This is referring to current transcripts only. Older (especially paper) records will have different information.
We are currently reevaluating which identifying student information should be listed and how it should be listed on the official transcript.
Date of Admission
Date transcript was printed
Gender
Entry YYT
Entered From:
We also include residency for tuition purposes, basis of admissions and other institution's courses and degrees and gender although it can be suppressed at the student's request.
current academic program title
Prior Name
Home address of record
Advisor is listed.
We note the student's address.
Former name(s)
We use transcript name which could differ from legal name as we allow students to use preferred names. The transcript name is always the official, legal name.
Home address
Print date of transcript
Program number
Sex
We do not include birth year on the official transcript to protect students from age discrimination when seeking employment.
We include the student name at time of enrollment
Address is included
Student's Address
SSN and DOB are only displayed on an official transcript if requested by the student - their option when placing a transcript order - the default is to NOT display either
The SSN is added into a comment field so that receiver can verify the person is who they think it is.
Name is displayed a First Name MI Last Name
Name may be full or not, depending on what form is used in the CURRENT ID tab on Banner.
Emphasis or concentration is indicated on the transcript, but not the diploma.
Address and Division student is in, and advisor
Name at last attendance
We also indicate the UIC (Unique Identifier Code) number for each student - Michigan requirement that this appear on the academic transcript.
Address



Major/program
Date Transcript is issued
Students can select whether they want their SSN on the transcript or not.
Print date
Birth name
Address
We have a university ID and also a State ID that is on the transcript
Department or concentration
Address
Student Address
For birthdate, we just show month and day
Type of transcript e.g, official, unofficial, etc.
Address of student is on transcript.
Previous institution
XYZ Transcripts does reflect the student identification number only
Full social security number printed on transcript if request indicates to do so
Major and degree type (i.e. AS, AA, etc.)
The Student Address
We will probably begin including the student ID number in the transcript in the 16-17 academic year.
Also included: Student's major; Student's "PACE" (satisfactory progress rate); Student's permanent address
Student's Academic Advisor, home address, Concentration/Major.
current address
After degree is conferred the Latin Honors are added to the transcript.
We print a partial internal campus id number.
We print high school name only (if available).
Address and program
ABC Community College is moving toward removing the SS# from transcript.
We would love to include a truncated SSN to aid in identification of students. We've had students with the same first name, middle initial, and last name as well as the same month and year of birth. It can be very difficult to match incoming transcripts to the correct student without some unique identifier -- and an institution-assigned id number, while it may help the original institution, is of no assistance to those of us who don't have the same information (and students almost never give us that id number).
Date Printed
Previous name(s)
External Degree information (i.e., high school attended and graduation date). This self-reported information is taken from the application for admission. I do not agree with this practice.
High School and High School Grad Date
We are discussing limiting transcript to last 4 of SSN and including student's institutional ID number.
The transcript only shows the month and date of the student's birthday.
Program/Degree/Curriculum and Cumulative GPA
Student address, major, classification
Gender
Address of student
Level of course work (Undergraduate or Graduate)
Major and Minor listed. Seminary or College
Gender, High School, High School grad date, placement test scores
Residency for Tuition purposes, mailing address, high school attended.
Last four of SSN provide to other schools if transcript is sent by EDI.



Enrollment #
Just realized the full date of birth is showing. I will truncate that to only the date - no year.
Includes enrollment date.
Current or last known address.
Address
Entry Date
Maiden/Former Name
Also include student home address in SIS
Entry date (first date of enrollment)
Student's current address in our system, and the student's program of study
On the social security number question, I said no, we don't put it on the transcript, but what really happens is this: if a student requests a transcript online, we never send it out with the SSN on it. However, if they come in person and specifically request it being on there, we can accommodate them.
Name includes Middle initial only - not the full name.
Physical address on record included
Page # included (1 of 1; 1 of 2)
Birth date is just month and day
Current address of student.
We also include any degrees awarded by other schools if we have an official transcript (indicating degree and date conferred) on file from those schools.
Date of matriculation, high school graduation date, gender as reported to FAFSA.
Student address
The University's student identification number is listed only for students that do not have an SSN. Consider moving to 4-digit SSN and truncated DOB, if this becomes the national standard and the State's Common Transcript Rules change accordingly.
Address
Gender
Institutional Honors: Cum Laude
Major: Human Resource Management (along with the Bachelor's degree)

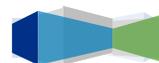


Appendix E: Part A – Additional Comments about Information in the Academic Database

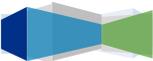
Response
Personal Identifier
Most employees only see the last four digits of the student's SSN but a few who need this access to do their jobs are approved to see the entire SSN. Some of the students' full names are present in the system. Others only display a middle initial.
Former names are kept, as well
Mailing address
Some departments can only see the last 4 digits or the truncated DOB; very few people on campus have access to the full SSN and DOB, but both are stored on the database.
Entire SSN is entered but most staff and faculty can only see the last 4 digits - dependent on security classes.
While our database includes SSN, it is 'hidden' from view. We are able to search on SSN and certain levels of security allow viewing in the database.
School email prefix
Access to SSN in the SIS is restricted by role.
Items above listed as yes, depend on access level and need to know to function in the position.
SSN is restricted to individuals who need access to complete job duties such as Financial Aid. SSN is accessible to a wide group of individuals.
Only certain departments can see the entire SSN. All others see only the last 4 digits.
The entire social security number is entered IF the student provides this information - not if they choose not to provide the number
Ability to view SSN and DOB are based on permissions.
We also have an institutional identifier that is used in a variety of places.
For users with no need to know the Social Security Number, the SSN is masked on search pages.
Maiden names, diploma names, and other names also retained as historical data.
Items indicated above are all in the academic database; however, they may not be accessible to all persons using the database, as some are permission-based
State of Michigan's Unique Identifier Code per student
PIDM for Banner
Unique identification code and institutional code as required by State.
We include historical names when a name change has occurred.
Full SSN is stored in database but only certain offices have permissions to see entire SSN, other users see last 4 digits.
While the full SSN and DOB are stored in the SIS, only the last two digits of the SSN and the birth month display in student lookups/context cards.
Address Major Minor
While we don't have special fields for last 4 digits or truncated dob, we can mask them for system users who don't need to see the whole SSN or DOB.
In addition to the student id and the SSN we also create a survey-id that can be used as a unique identifier in surveys on in our data warehouse as a way of protecting the identity of the student as we only allow extremely limited number of people access to the cross-walks.
System access to a student's SSN is limited by job duty necessity.
Complete SSN is stored but access to it is limited depending on role of user.
The SSN will only display for those staff members that have special security.



Our state has a P-20 number which we also capture when available. For the SSN and DOB - we do collect full SSN and DOB but restrict who has access to the entire data element.
System security controls which users can see full vs. partial SSN.
System security controls which users can see full vs. partial Date of Birth.
Address also found here and email address.
I am presuming that the ACADEMIC DATABASE is our informational software program (such as BANNER, or PeopleSoft). If that is the case, Yes, we keep the above information - however, it is for internal use only and is not published or released to anyone. SSN and Birth Date are kept for identification purposes only and are not used for any other documented purpose.
We also allow students to use preferred name so that might display instead of full "legal" name.
Also, we do have SSN in some parts of the database, but not all users can use it...
SSN access is restricted.
PIDM
State ID is included
Only certain individuals can see the entire social security number in the student information system.
While we do include the full SSN when it is provided, we don't have it viewable by all of those with access to the database.
Names during attendance
UIC code
Full SSN is visible to financial aid, admissions and registrar's office only
How can anyone not include the SSN in the database given it is required for 1098T form, financial aid and veteran certifications?
Only certain offices can view the full SSN#.
Also have the database a State Issued ID #
The SSN is masked except for the last 4 numbers for the majority of the campus. Only specific individuals have access to the full SSN
We maintain in our student system and also show on the transcript the state issued universal identification code issued by the state in K-12 and used for reporting to the state for tracking.
Student PIDM - unique identifier for each student.
SUNY system ID
Major, degree type
For Admissions and Registrar staff, administrative users can see the last four and entire SSN, full DOB and full name. For non-admissions and Registrar users (faculty and persons of interest) they can only see the last four of the SSN, truncated DOB and first and last name of the student.
Only certain individuals on campus with a "need to know" can see social security numbers in the database.
Date Printed
State of Michigan Unique Identification Number is included.
Other system created identifier = student campus email address.
Nicknames.
Prior names if provided
There are strict limitations on access to the SSN, but we do store it in the database. Some people only see the last 4 digits.
Your role at the college will determine whether or not you have access to the SSN
SSN is in database but view is restricted to specific employees
maiden name/name changes are also housed
Query users only do not see the SSN.
The entire SSN is only visible to those school officials who have a professional need to view the entire SSN.
Address, Entry Date, and Maiden/Former Name



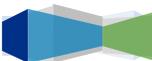
The entire Social Security Number is viewable only to key administrative staff who require access to that information in the following departments: Registrar's Office, Financial Aid, and Business Office. It is not viewable to faculty or to other administrative staff outside these areas.
SSNs are only displayed to staff with proper security roles.
Use the assigned student ID number on the official transcript
Security for SSN and DOB are dependent upon user security role.
Birth date is month day only
Only approved users have access to full SSN, most only see last 4.
SSN is encrypted.
Student Identification Number is assigned.
Home address
IRN: application number before the applicant becomes a student.
CIS generated ID number



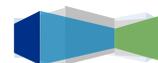
Appendix F: Part A - Select Responses to “Other” Items Considered Minimally Sufficient for Name Changes*

*Responses that did not address the question were removed. Some grammar has been corrected.

Response
Naturalization Document, Notarized Statement.
In the case of gender identity, I will accept a written request from the student. All others must present on of the above documents.
Current or former student must submit either a marriage license, a court order or a government issued identification document for name change.
Name changes for Former Students are not made, with the exception of a name change in support of a gender change (in which case, either a court order or one government issued identification is sufficient).
Social Security Card. Passport for non-US students.
Community College requires proof of name change from a government issued document.
We only change former student’s names in case of sex change or witness protection program.
Former student's (alumni) must change their names with Institutional Advancement.
Photo ID required (or copy of ID if submitting by mail or fax). 1) Social security card accepted if the SSN is on file at the college 2) Adoption papers, divorce decree, certificate of naturalization showing the new name
We will accept a passport for a legal name change, but not a driver's license or social security card
We do accept passports if a marriage license or court order is not available but would not accept a driver's license or social security card.
Student must supply social security card and one additional form of government documentation.
1. The student must provide legal evidence of the name change by presenting either an original or notarized copy of a court order or decree. Other documents, such as a driver’s operating license do not constitute sufficient evidence. 2. As an alternative, a student must provide a statement made under oath that he or she has adopted a name which the student is using consistently, non-fraudulently and exclusively. In addition to the sworn statement the student must provide at least two documents of identification, which will support that, the adopted name is used consistently, non-fraudulently and exclusively.
Marriage license or Court Order without government ID.
Alumni Office will accept all types of documentation.
We also accept copies of an official court order for name changes. It's been our experience that most marriage licenses in our state do not indicate the student's new legal name, which is why they are not acceptable documentation for a name change.
Transcript reflects only the most recent name under which the student attended, not other subsequent name changes. Replacement diplomas will be issued upon official name change and return of earlier diploma.
Require social security card (or passport for non-US citizen) for everyone and one other legal document (marriage certificate, court order, driver's license).
We require the following: Marriage License, or Court Order, or Passport, or Government issued Photo ID plus one of the following: social card, credit card, or bank check
We require a copy of the new SS card and two other forms of ID (usually driver's license and marriage/divorce papers).
Court order OR marriage license & social security card OR passport



We change a name for a transgender student with a driver's license
This office does not change names of graduates, only of current students.
Changes to "preferred name" field upon request or through self-service with no documentation needed.
Former student name changes would only be if the student returned as an employee, in which case our HR department's verification of legal name is sufficient for change.
If we know the student changed her name through marriage, we change it, without a written request.
If a former student requests a name change and it is totally different from the name we have on file, student would be asked to provide government issued id or legal documents.
The answers are based on 'legal' name change.
Government issues photo ID is required
We don't make name changes for former students unless they apply to readmit.
Students need to provide two forms of ID - one must be a picture. Both forms of ID must be current and valid.
The only document acceptable for a legal name change is the Social Security Card issued with the new name.
We don't allow for name changes for former students.
If student is an employee he/she must provide SSN card and the name in the database has to match name on the card.
We only process name changes for former students if it relates to gender reassignment. Otherwise, student records are maintained under the name which the student attended.
Typographical errors are corrected per the source document; additional documentation not required unless questionable
Name changes cannot be made in our system of record until the student's formal military or civilian personnel data record is changed. Then, and only then, will we make a change in our system.
Social security card
Documentation must be the social security card
We do not reissue diplomas for name changes unless a student successfully petitions.
We will accept name changes from transcript request forms, registration forms, and applications.
One or more government issued identification documents.
As a small school, we generally know our students and their circumstances. However, we are currently reviewing our practices.
No name changes are effective for former students.
Document must be notarized.
The name remains the same on former student records. We do not change the name after the student is gone.
Former students cannot change their name unless it's a gender change.
Because of shared database with HR, they will change a name to match a social security card they say for tax reporting purposes it is required, but we had always required more documentation such as marriage license or court order. We only use the minimum SS card if the student happens to be employed because HR would have done the change.
We do not change the name of a former student in our academic database unless they return to take additional classes.
If student was ever employed, updated SSN card is required.
Student signature is also required. Documentation provided must be dated AFTER student's last application. Applications are also accepted as legal documents and name changes are prompted from applications when former name and SSN are provided.
We have not processed Name changes for graduates, but am considering changing this policy.
Proof of documents must be official.



For legal name change, we accept the court order for alumni, and we only accept the new social security card for current students. We know it takes longer to get the new SSN card, but that is our standard because so many students get paid and we want the IRS name to match ours.

For chosen (not yet legal) names, we have a way for the database to use the chosen name in public lists such as class lists, but we continue to use the legal name for paychecks, transcripts, diploma, etc.

Documents required depend upon type of name change; for example, changing last name requires document of change and additional ID showing new name; correction of misspelled name or addition of suffix requires only one ID

If a student re-applies after a time away from university, the application name is considered documentation for a name change.

We require either a government issued id with the correct name or 2 forms of documentation if the change.

If student is using federal financial aid, we also verify with Financial Aid Director that student has changed name through FAFSA before changing name in our database.

We need an additional item with the marriage license or court doc for Financial Aid purposes.

Legal documentation if for reason other than marriage or divorce, i.e. first and last name changed.

For U.S. students, not driver's license. Only social security card.

For foreign students, only passport.

International student official documentation

Social Security card required as proof that the name has been changed. Court order or marriage license only shows that they can change their name. For HR and Financial Aid reasons, the name has to match what is on their Social Security card.

The only time we change a former student's name is if there was a gender change with a court order to do so.

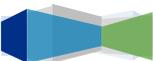
The alumni office has the nasty habit of accepting name changes via email without proof. We are working to change that. That said, the name on the transcript is never changed by other offices -- only the registrar can change that.

We require that the name in our system matches the SS card name.

Acceptable legal documents are the following:

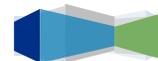
- Social Security card with new name. A copy of a Social Security card is acceptable.
- Passport (International only), which must be valid and stamped with student visa. A copy of a Passport is acceptable.

One government issued identification document (driver's license, passport, etc.). Social security card alone is not accepted unless presented with other documents.



Appendix G: Part A - Responses to "Depends on the Circumstances" for Tracking Name Changes in Database

Response
Usually both the old and new name are retained one semester for current students in order to assist professors with identifying the student and aid in transitioning to familiarity with the new name.
We keep Maiden names, but not "other" names
Records under an old system might not maintain the former name
If name change is due to marriage, the maiden name is also kept in the database.
Keep new name and maiden name only. If students get married 3-4 times we do not keep track of all the last names.
Maintain the former name on the system unless there is a sensitive situation such as a gender change, or a witness protection situation, or a legal situation that requires us to protect the identity of the student.
We have a "Birth Name" field in Jenzabar where we retain the former name, but after the change, only the new legal name appears on the student record in any functional capacity.
If name change is because of gender change then new name will be kept in database and other name kept in confidential file held by registrar.
In most cases we retain both names. If a person is part of a witness protection program, we do not retain the former name.
Gender changes
If it's truly a name change we keep the former and current name but let's say we are correcting a typo then the end user may choose not to save the history of that data element when updating the record.
Gender changes
If student asks to remove "previous" names we will.
If original name in the database was incorrect (spelling, punctuation, etc.) due to university data entry or upload error, the former name is not retained.
We have the student's first, middle and last names. Middle name could be a middle name or a maiden name. Depends on the student.
Birth name is noted
Track the change
For current students, we maintain former name as well as the new. For former students, the registrar does not track changes. The alumni office may keep this information.
If the name change was correction of an error, such as a typo, it is not necessarily formally tracked (though all such changes are logged in our SIS automatically). If it was a formal change, then it would be noted as such in the student's record.
Normally we keep former as well as new name, unless student particularly requests only new name.
If marriage or divorce prompt the change, we usually show full names with former names (bracketed). If in the case of a man (or woman) who chose to change either name for privacy reasons, we simply show his/her current legal name.
Women's maiden names have a special field, otherwise only the new name is kept on official record. We can search name changes in our system, however.
Only if the name changed subsequent to attendance or graduation. Naturally, we comply with court orders for name changes in the case of gender modifications.
We show the maiden name of married students.
Judge/Jury and/or national security
Student is usually kept under the name that she/he graduated with. The other name is noted.
Sex change and changes due to domestic related issues may require that we display no former names; however, we still maintain that documentation available for enrollment services directors for standard processing (financial aid, student record keeping, subpoenas, audits, etc.)

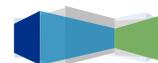


Appendix H: Part A - Responses to “Depends on the circumstances” for Tracking Gender Changes in Database

Response
We haven't encountered this yet, so our policy has not been established.
Currently we do not track gender changes
We haven't received any gender changes since the new registration system was implemented in 2012. Thus, we don't have a field created
If there is a request from the student we will keep former information.
Our institution does not yet have a policy for processing gender change request in our SIS.
Hasn't happened her yet. We need to come up with a practice.
We haven't had this situation in our current SIS so I am not sure how I would handle it, honestly.
We have not had a request so have not developed a policy.
In Pennsylvania, there is a legal process for "Declaration of Gender", which is essentially a court order for re-assignment of sex. We have yet to have any student -- former or current provide that documentation to us. So we have not had to deal with this issue. Our biographical pages in BANNER only allow for one gender, and it is not in a repeating table, so we could not maintain the former gender, only the new.
We would maintain the former gender name unless we were asked not to by legal authorities or the student.
We will work with students in mid-transition to avoid inadvertently "outing" a student.
As this has never occurred, we do not yet have a practice in place, and would defer to legal counsel on how to proceed.
We're a Christian school. It is highly unlikely that any student will seek a gender change. Our academic management system has only one option for gender, so if we make a change, it would be permanent. The paper file could have "formerly known as".
We have never had a student request a gender change, and haven't established a system in the database for such an occurrence. I suspect we would keep record of the gender change, but only keep the new gender in the one gender field in the student record.
We really have not encountered this. There was one case that I remember and it really only involved a name change request for a former student - given the name change it was apparent what the reason was.
In the case of former students, we do record gender changes. The way records have been stored makes it challenging to find people if we don't store both genders. Notations are made only to use the current gender.
We are figuring out how best to manage this process.
At this point in time we do not have an established process for gender changes.
We store only the most recent gender as it is not a multi-value field. We also image our name changes in accordance with our retention schedule so if there were any question we would rely on the imaged documents and/or the history saved in our student system as discussed on name changes. I have not had to do a gender change that is not also a name change. We don't get a lot of gender data elements though as it's often self-entered by the student at the point of admission/registration and is optional depending on what process the student is executing.
We have not run into the issue. Do not currently have a procedure in place.
We allow preferred name as a name option, but don't remove the legal name.
We overwrite the sex field in the database based on court order only.
We have not had this circumstance yet, but our current system configuration allows for only one gender so any change would lose the previous gender unless we created a customization.
Not had to do yet, depends on capabilities of our SIS system
We are working to modify our system to track both biological gender and gender identity.
I am not aware that we have had a request for gender change yet.
We have not had this come up since converting to this database, so we would have to discuss it.

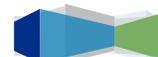


We are currently developing a policy; have not yet dealt with this issue.
Policy still in development
This area of federal law for DoD record keeping still under development. We will follow when published.
We have not yet encountered this issue, so I am not certain of how it would be handled in the database.
Never happened. Will have university attorney tell me
We are still working on this process.
We have never experienced this
We do not currently have a gender change policy
Track the change
We have encountered this only once but I know our database is only able to maintain one gender status. A paper file was kept until purged.
We will keep documentation of students previous sex
Our current system does not have a way to track this but we are looking at it.
If through court order, we would scan/image documents. If through error correction, no tracking is retained.
As this is uncharted territory for us as a relatively conservative, Christian institution. The administrative counsel will have to make that call, should it ever arise.
I've never had any experiences with this.
We have discussed establishing the precise workflow for this circumstance but have not yet determined how to show the adjustment for federal and state reporting and we have not yet experienced this issue. We are likely to maintain comment in database as to circumstances and when gender was changed.
We have not encountered a student changing gender at this time.
Never had this happen and have no policy for this
The gender is changed in the database
We do not admit students who have had gender changes due to the faith statements of the church affiliated with our institution.
We have never had a gender change.
This has not yet been requested of us
Have not as yet encountered this issue on our campus.
New gender replaces the previous, but the system may contain other data elements that have the prior gender included.
We are a private religious institution and have not had to deal with this issue.
We permit notation on the record of the unofficial change and ask all faculty to call them by their preferred name; however, the permanent record is not changed.
The former gender would be maintained and accessible only to enrollment services directors.



Appendix I: Part A - "Other" Credit for Prior Learning Transcript Practices

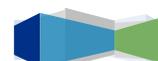
Response
My institution allows credit by exams for certain courses in which a student believes he/she has the competency. The exams are created by the faculty and they are proctored. The exam is graded pass/fail. If the student fails, he/she cannot re-take the exam and must take the course. If the student passes, the course credit is awarded and issued under "Credit by Exam" at the top of the transcript. Students are restricted to no more than 12 credits in credit by exam credits within a bachelor's program.
Some military -- handled as transfer credit
Equivalent international tests like A-levels. Case by case.
A very few types of military education/training are awarded transfer credit. Examples are physical education and foreign language classes.
Military credit
British A-level exams; German Abitur
ARTS, SMARTS, JST
A-Levels, Proficiency exams given at our institution.
If a student participated in Dual Credit with our institution, it is considered Institutional Credit. If a student participated in Dual Credit with another accredited institution, it is considered transfer.
Cambridge A-levels. German Gymnasium 13-year finals.
Above credits types only accepted for undergraduate credit transfer. Graduate credit transfer requires credit to have been earned at a regionally accredited institution.
I checked "Transfer Credit", but these are recorded as proficiency credit.
We will award 1 course (4 semester hours) of institutional credit for 2 years of service in the US Armed Forces for enlisted personnel and up to 3 courses (12 semester hours) of institutional credit for service as an officer (with documentation of an honorable discharge).
The credit would show in the transfer area but is labeled as AP, IB, etc.
We use the ACE Guide to Evaluation of Educational Experiences in the Armed Services as a basis for awarding credit for Military Training & Experience. We also use the ACE National Guide to College Credit for Workforce Training as a basis for assessing certain national-based training programs (i.e. PADI and American Institute of Banking). We do not guarantee awarding of credit for every experience sanctioned by ACE. For example, we do not award credit for Straighter Line coursework. We also award credit for successful scores on New York University's Language Exams. In rare cases students may be allowed to take a campus-based challenge exam to demonstrate proficiency in a subject. No credit is awarded for successful attempts, but a notation of proficiency may be posted to the transcript.
Test out
Also, Work Experience.
CLEP, DSST, and AP are listed as "Other Credit" at the top of the transcript and are awarded a grade of "T" for testing.
GCE A-levels; German abitur
German Abitur, as an example.
Applicable Military credit based upon ACE recommendations.
All are included in a separate section on the transcript with a line for each detailing the number of credits awarded under each category. Transfer credit is also included in this section.
Credit is posted to the transcript for and departmental-based exams in modern languages and mathematics. These credits do not apply toward the residency requirement.
Type of credit is noted on transcript.
We accept credits from prior law schools for transfer-in students.
We post credit by exam at the time it's taken, but it does not show as transfer credit technically. We also do not post a letter grade. It is either passed (S = Satisfactory) or not posted if not passed.
Military transfer credit awarded based on ACE guidelines but no direct equivalencies.
British A-levels



Examining CBE and PLA type credits for future application to degree programs.
We only offer graduate theological degrees.
We really have, in essence, a 3rd category - "credit by exam" that would cover most of the above.
We are in the midst of approving IB credits and expect it to pass this spring.
Cambridge Program
We allow credit for Certifications or work experience. Student completes a Petition demonstrating he/she can do the learning outcomes and competencies of the course being waived. The Petition is reviewed by a senior instructor of the course along with the Dean of the program.
Prior Learning credit is annotated with a grade of PL (prior learning).
Challenge Exam credit is annotated with a grade of PE (proficiency exam).
Cambridge
International AP/IB equivalents like A-Levels, Abitur, French Baccalaureate, European Baccalaureate
ACE recs used only for military training
Graduate level Advanced Standing examinations in which graduate competency in course content is demonstrated to faculty.
Military credits form Joint Services Transcript
Institutional Credit by Exam
Evaluation of military training as members progress in their careers; determined at appropriate level to be "Journeyman credit" at certain windows of career progress and awarded credit for an associate degree.
A-Levels
Students may also earn institutional credit via an institutionally designed test in various subject areas.
US Cambridge exams.
Foreign-based secondary school examinations such as A-level and O-level qualifying exams
German Abitur, etc
FAA Ratings to Academic Credit
Early College Experience/Dual Enrollment Credit
Transfer credit institutionally for clock hour to credit hour or credit hour to clock hour.
Depends on program and circumstance (i.e. ACE for military).
Life/Career Experience (i.e.: Police, Fire, etc.)
Some of the health science programs grant articulated credit based on licensures held in the field such as nursing, respiratory care and radiologic science. Note: some of the n/a answers indicate unfamiliarity with the type of credit.
The XYZ has an International Program for students to take 'resident' credit at an approved XYZ international university or study center. The home campus treats the credit as 'resident' instead of transfer.
NC Community College System and NC Department of Public Instruction have an Articulation agreement for course credit based on successful high school completion of specific Career and Technical Education-- CTE courses with accompanying qualifying Vocational Competency Achievement Tracking System-- VoCATS scores. Other stipulations include that the student must have begun his at the community college within two years of high school graduation.
With a DD214 that shows a general or honorable discharge, the student receives 2 credits to meet the physical activity requirement.
With some industry experience, a student may be waived from taking a specific team building/engineering design course and may use another technical elective in its place - no credit given.
We are in the process of looking at our "Credit for Prior Learning" credit evaluation guideline based on a directive from the Kansas Board of Regents. Our policies may change.
We use code of "CE" for credit earned by exam, i.e. CLEP , AP or Challenge exam and "CL" for credit earned by portfolio assessment



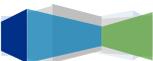
ACT, Cambridge, Military, Dual Credit (high school class using college curriculum and challenge exam)
At a student's request, work (not identified in our catalog) may be reviewed for transfer or institutional credit.
I am not sure what you mean by transfer credit. We do not accept it as third party transfer credit from another institution but when sent to us, we add it to our transcript the same as transfer credit. I answered with that understanding. Conversion of institutional MOOC or other non-credit to credit. We do not offer a MOOC but other non-credit must be articulated by a review that the course contains college level content and the student's assessment shows he has met the outcomes at the college level.
Certification Credit
CEEB
Proficiency Exam credit - institutional exam
There is one degree program that awards credit for training and work/life credit.
Credits awarded through articulated-credit programs with local high school districts appear as transfer credits on our official transcript.
All of our credit for prior learning are recorded as test credit.
High School Articulation - transfer credit, DANTEs - transfer credit, COMPTia - transfer credit
VALEES credit (Valley Education for Employment System)
CAPE and DANTEs
We also accept The Cambridge Advanced International Certificate of Education (AICE) Diploma
Credential to credit



Appendix J: Part B - Select Responses to "Other" Recommended Personal Identification Practices for Official Transcripts*

*Duplicate responses have been removed as have responses that do not address the question.

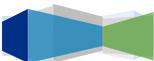
Response
Preferred first name; former last name
Home address
Former name only if there is a way for a student to request that former name be included
Birth name
Students should have control over the display of their SSN on an official transcript.
Previous names
Former names
Undergrad institution attended
Address of student
Active major(s)
Address
Majors and minors
Maiden Name
Date of Admission
Address
Previous names.
Our state has a P-20 system and if we have that number we are also obligated to add it to our transcript.
Maiden name or former name.
Prior Name
Other name used in college and/or married name after graduation/withdrawal
Maiden names
Name at last attendance
Other names and aliases
Optional narrative block to explain changes in identity.
I think it would be beneficial to know if the individual was military for Veteran Affairs purposes.
Full name should be LEGAL name, not a nickname.
Previous name.
Gender
Different name(s) used.
Any other names
SSN should be student's option; either SSN or university ID
Security question
Student's current address, which is useful for reverse-transfer purposes.



Appendix K: Part B - Select Responses to "Other" Recommended Name Change Practices*

*Duplicate responses have been removed as have responses that do not address the question.

Response
In the case of a gender identity issue, I think we should accept a written request.
For current students who must request within a secure portal: last name change: Marriage License/Court Order first name or middle name: birth certificate or government issued ID For former students: Driver's License, State ID, or Passport AND Birth Certificate, Social Security Card or DePaul ID AND copy of a Marriage Certificate, Divorce Decree or Court Order for legal name change
A court order should also be considered sufficient proof of a name change. Marriage licenses in our state do not typically indicate the person's new legal name, so should not be considered sufficient documentation.
I think there needs to be two categories of "NAME". One type of name in the database should be the LEGAL NAME and that name should be verified by legal documentation. That name should be kept as an internal field that only select personnel have access to for legal reasons such as tax reasons or simply be linked internally without any human personnel having to input or view the two names together. The other type of name field should be the PREFERRED name the student has chosen that appears to the community (faculty, other students, mail, etc.). This should be a field that the student themselves has direct access to change online in the database at any time and does not require written documentation. It is important to limit if possible the access to personnel and the community the appearance of the legal name and the preferred name if the two differ because of the danger of unintentionally "outing" a student who is for example transgender and who may or may not have changed their legal name for a variety of good reasons. The preferred name should be the one that appears on class rosters, student ID's, any sort of documentation other than purely legal documentation directly tied to the legal name.
Required Social Security Card and one other legal document. (FYI we have found Driver's Licenses not to be an accurate representation of legal name in many cases.)
However we learn of a name change is sufficient, even Facebook, so we can keep track of students and former students. It is best to enter the information when you have it.
Birth certificate and government issued identification
One item of legal proof or one government issues ID is sufficient, more than that is overkill.
At least one Government issues photo ID
I have mixed thoughts on the official government issued item and the marriage license/court doc. Sometimes a student has gotten married but the government ID (i.e. driver's license with the new name is not yet available to them,) which makes it hard to require both the court doc and a government ID.
Current practice works.
Since I helped establish the current criteria, I believe only a new, validated SSN card is sufficient.
We do not accept a social security card.
We accept original documents only. No photocopies accepted. We copy the original and return original to the student.
The government issued ID is used to confirm the identity of the individual. It can be either the new name or the old name.
We require proof of a name change with the SS administration since students can receive tax benefits for attending school and their SSN has to match their name.
Once the Military or Civilian Personnel Data System has accepted the name change, our standard of proof to implement the change has been met.
We do not offer to change Former Student names or gender. Legal proof must be notarized.



Current students should provide their name as it exists on the SSN card. We get error messages whenever we submit enrollment information with SSN and name mismatches. We have preferred name fields if someone wants to use a nickname in class.

IRS requirements mean that all employees, current or former, must present SSN card with current name for name change.

Documentation needs to confirm the previous name and the current name belong to one person

We do not change former students' names once degree has been posted

In Tennessee, the DMV has already accessed the legality of a name change. We will take a TN driver's license. Someone from another state must provide a second legal document.

depends on type of change; see my response to earlier question

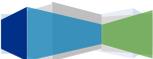
Currently, we accept Legal proof OR one government issued identification document. This works well for us for all students - current or former.

Depends upon reason and whether or not the entire name has been changed.

Social Security card required to show that name has been changed officially.

A formal request from the student should accompany the legal proof.

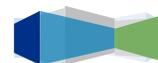
The government ID needs to have a picture. If SSN card is the ID used then they need to provide another picture ID.



Appendix L: Part B - Select Responses to "Depends on the circumstances" for Recommended Database Name Change Practices*

*Duplicate responses have been removed as have responses that do not address the question.

Response
Maintain the former name as well as the new unless there are legal situations where the student's identity needs to be protected (restraining orders, gender changes, etc.)
It depends on the level of legal name change given. If someone has changed their legal name on their birth certificate and all gov't issued doc's it may be misleading to keep the former name and in that case, it may be appropriate to keep the new name only.
In cases of gender change I believe only the new name should exist in the main database. But the former name should also be available to the Registrar.
When a person is participating in the witness protection program and takes on a new identity as a result of that protection.
We usually would want to keep the former name and the new name to help us identify the student. I can imagine times when a (former) student's safety might dictate that we wouldn't do so though this, thankfully, hasn't happened (so far) at my time at my current institution. I think if the (former) student could provide reasonable proof that this was the case we would consider making an exception.
An internal audit trail of all names ever attached to the record should be available, however documents produced for external review, such as transcripts and diplomas should only note the current name. There are safety issues with forcing all a person's previous names onto a document which is intended for use by outside institutions.
Do not keep the original name if student can show proof that the release of the original name would put that student at risk (court order for stalking, etc.).
EMS systems make it difficult to merge academic records. Keeping the new name as well as the old name ensures that you have the correct academic records attached to the correct student.
Student requests it removed
If the name change is due to gender reassignment, I see no reason to keep the prior name.
If the situation warrants, the old name would be noted in the database
Witness Protection Program - should not have the former name listed - we actually created an entirely new record for a young woman who was under federal protection
Maintain the former name as well as the new unless circumstances indicate that having the former name could put the student in danger.
Keep maiden name, too.
If graduated, record should remain with name student graduated with and new name should be added. If still a student, record should be changed to new name with old name being maintained in record.
Happy with our current practice to remove this information for gender changes and domestic situations.



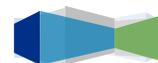
Appendix M: Part B - Select Responses for "Other" Recommended Practices for Noting Gender Change*

*Duplicate responses have been removed as have responses that do not address the question.

Response
But if the gender change includes a name change, then we would follow our name change protocol.
Revised Birth Certificate.
We recently developed a form for students to use to request this change. The form lets the student know there are other agencies they may also need to notify about the change (i.e. Selective Service, Social Security Administration and health insurance providers).
This is a field that should be able to be changed online directly by the student their own login into the online SMS at any time. My recommendation is that you have multiple fields besides just gender and allow the student write in what their identification is. If this field cannot be a text field because of limitations of your SMS, then make sure your choices include more than just male and female. You may want to refer to local or national resources on what acceptable gender identity terms may be with a disclaimer on the form of how the gender information may be used (example is the data that the student inputs going to be used for student health insurance plan? for housing? for federal gov't tracking? etc.)
Letter or evidence from a doctor.
Written request from the student.
Our institution would not recognize a gender change request as legitimate.
We currently don't have a policy on this. I'd most likely want to see what other best practices are before I could give an opinion. I certainly do not want to make this cumbersome for a student.
Documentation from a physician supporting the change.
We have an additional field for institutionally recognized gender, so that students transitioning can choose between the binary M/F. However, we'd like if the Inst. rec. gender could have more than two options. What stops us there is the need to integrate with third party systems that can't handle it.
State law dictates what we can accept for official gender changes--a new birth certificate is required to expunge the old gender information and replace it with the new information.
I think institutions should allow gender changes in the database based on recommendation from a healthcare provider (e.g., physician), as some states might not issue government identification that acknowledges a person's different gender.
Gender codes, like ethnicity codes, are self-reported information in the first place. There isn't any institutional reason for a school to require any level of justification for changing the gender code, and it's not like we ever verified the accuracy of the information that was first reported, so why bother with making a change difficult?
Again, EMS systems make it difficult to merge academic records. Gender changes can be protected with no access to certain screens or view only access, but allows schools to ensure academic records are attached to the correct person.
Remove gender designation altogether if requested by student
Student should be able to change their own gender using self-service functionality in the student information system.
Require copy of birth certificate along with court document
Some school policy would need to be in place
Once the Military or Civilian Personnel Data System has accepted the name change, our standard of proof to implement the change has been met.
Gender should not be changed
Not applicable.
Medical documentation that the student is undergoing the change.
Court order must be notarized. We would offer to alter a student's preferred name or pronoun without any official documentation beyond a request from the student.



Court order and two government issued IDs.
We allow "unknown" for students in transition. This status only requires written documentation from the student. To officially change, this requires either a court order or government issued ID.
Our college has not had to deal with gender change issues. The college would deal with a gender change appropriately by following the law. Our records would reflect what the law requires.
We don't require a written request, although we will accept one. We will take a change over the counter, with a valid ID.
We have encountered this only once and the student supplied us with a legal document that indicated the gender change and the name change.
Letter from the doctor that performed the gender changing procedure.
This seems to vary by state, so there may not be a one-size-fits-all answer here. But gender is self-identified, like ethnicity or race, and as such should require no further evidence. It'll mess up IPEDS, but so be it.
Just a photo ID to make sure that they are, indeed, the student. We do not verify gender at the time of application (it is self-reported), and our state does not require its citizens to maintain/update gender so there is no government documentation to even ask for.
A formal legal document such as court name change and request from student.
Medical documentation
This is not an issue we have had to address.
We would need a government issued picture ID and a written request from student. Legal feels we don't ask for gender proof on app so can't ask for proof for a change.
Provide option of indicating preferred gender pronouns without changing official gender in database if documentation unavailable. Require no documentation beyond a written request from the student for this practice.
We do not recognize Gender Changes.



Appendix N: Part B - Select Responses for "Depends on the circumstances" Recommended Practices for Recording a Gender Change

*Duplicate responses have been removed as have responses that do not address the question.

Response
It might depend on whether it's a current student or a former student whose gender changed after he/she was a student.
Maintain the former gender name unless the student specifically asks for the complete removal of the name.
Within the main database, we would keep the new gender, but we have a notes field that can be used to document the history of the gender change.
We "maintain" the new gender only, but note the former gender in a comment area.
Maintain former and new for current students only. Former students, keep the new only.
If it was a former student then the gender during enrollment would be what would be reflected in our database and I would see no reason to change it - we wouldn't be doing reporting etc. If it was a current student then I can see that changing it would be best.
I would like to say that only the new gender should be maintained, but I worry about the completeness of records. I think for all current students, only new gender should be maintained. For former students, it may depend on storage.
The needs of transitioning students come to mind -- not legal but preferred
We might consider keeping unofficial data somewhere in the system, regarding preferred name or gender reference, but would need official supporting documentation (see previous) to change their gender officially. If they submit the required legal documents for a gender change, then I would prefer to keep only the current information.
Remove the gender designation altogether if requested by the student
Never had to change so not sure of SIS capabilities
Will not change gender under any circumstances
Alumni no, current student of course.
While the database will only maintain one gender at a time, we do keep notes as I believe we should that the gender was changed and the documentation on which the change was made.
I think we should maintain both the former gender as well as the new, but SIS not set up to handle.
If our database allowed more than one entry for gender, then I would keep both.
This is not an issue we have had to address.



Appendix O: Select Responses to “Additional Comments” for Best Practice for Communicating Academic Decisions

Response

Transmission of grade information and grade changes between faculty and students by open email is rampant at my institution. It's a losing battle, but one I keep fighting. If a faculty member emails a grade change to me, I reply by email, only after deleting the student's name and the grade, and remind the faculty member that we do not ever accept grades or grade changes by email. All grades are entered through a secure portal (we use Banner Self-Service) -- no paper grade rosters, but can be changed at this time only with a hardcopy, signed form that must be sent or brought to the office or faxed to my office. But like I said, it's a losing battle. Someday I expect Banner will offer secure grade changes within self-service. It will be a red-letter day -- but one I probably won't be around to see. I'm within a year or two of retirement.

When a grade change is employed, we generally see the update immediately in the student record via an automated workflow once the grade change request is approved. The request can only be submitted by the instructor. Sometimes a paper form is used, but this happens rarely. Notification is not generally sent to the student when a change is made unless the change is a result of an academic decision, especially if the grade is lowered by this decision. Notification would be sent to the student if the original grade entered was entered incorrectly. The new grade would show on the transcript. Notification is generally sent via university email to the student, requesting the student to view the new grade via the university portal (on their grade report or their unofficial transcript).

