ACADEMIC TRANSCRIPT: BEST PRACTICE GUIDELINES

Each of the following items is a helpful addition to the Official Academic Transcript. The information resulted from broad and deep consultation with Canadian postsecondary registrarial and pathway practitioners and policy developers and a review of sample transcripts from a number of postsecondary institutions as part of the *ARUCC PCCAT National Transcript and Transfer Credit Nomenclature Standards Study*.

A. General

- ✓ **Title of document** (e.g., Academic Transcript; Transcript of Academic Record, etc.)
- ✓ **Institutional logo**
- ✓ **Institutional seal**
- ✓ **Numbered pages** (e.g., Page of 1 of 3)
- ✓ **Statement regarding security features** (could feature on the transcript or in the transcript legend)
- ✓ **Official Transcript Statement** (include a statement on what makes an official transcript; could feature in the transcript legend)
- ✓ **Date transcript was printed**
- ✓ **Name and signature of Registrar**
- ✓ **Unique transcript number**

B. Institutional and student details

- ✓ **Name of academic institution ("includes xx campus")** – if more than one campus, include all affiliated campus names and addresses in the transcript legend
- ✓ **Institutional physical address** (optional for the transcript: phone #, fax, email address but ensure to include this in the transcript legend)
- ✓ **Student Official Name** (last name, first name)
- ✓ **Student Identification Number** (unique number assigned by the institution)
- ✓ **Birth date** – if you publish it, then day, month only

> **Repeat *General and Institutional & Student Details* on each page of the transcript**

C. Prior institutions (only if credit granted for previous work completed)

- ✓ **Name of institution from which transfer credit or advanced standing was earned**
- ✓ **Specific courses transferred; number of credits transferred**
- ✓ **Whether block transfer/advanced standing was awarded**
- ✓ **Number of credits granted if applicable**
- ✓ **Dates courses taken**
- ✓ **Statement that transcript should be sought from prior institutions could be included on the transcript or in the transcript legend**

> **Include in the transcript legend: whether grades earned at another institution appear on the transcript/are entered in the calculation of the GPA**

D. Academic history at your institution

- ✓ **Statements that indicate the academic record begins and ends** (e.g., "Beginning of Undergraduate Record", "End of Transcript")
- ✓ **Term or session date** (e.g., Fall 2010)
- ✓ **Program/credential whether in progress or earned in each term** (e.g., Tourism & Hospitality; Double major: Physics/Biology; MA in Political Science with specialization in Canadian Studies, etc.)
- ✓ **Course Code, Course Title** (explain course coding in transcript legend)
- ✓ **Credits Attempted, Credits Earned** (explain credit system in transcript legend)
- ✓ **Grade Earned** (explain grading system in transcript legend)
- ✓ **Points (translated to GPA) -** explain relevance and calculation of points in transcript legend
- ✓ **Term or Session Credits Attempted Totals, Term or Session Credits Earned Totals**
- ✓ **Cumulative Credit Totals**
- ✓ **Term Grade Point Average (GPA)**
- ✓ **Overall Cumulative GPA**
- ✓ **Explanatory coding applicable to status in course/program** (e.g., codes to denote withdrawal from course, transfer credit, course in progress at time of printing of transcript, grade under review, audit only, etc.). Describe codes in the transcript legend.
- ✓ **Whether credit or non-credit and relationship to program** (e.g., Graduate Research Seminar may have a grade assigned but no credit weight; co-op portion of a program, etc.)
- ✓ **Other remarks depending on credential** - include other relevant milestones as appropriate to credential(s) being pursued

> **List record in chronological order, with the most recent experience at the end of the transcript**

E. Courses taken at other institutions while enrolled at your institution:

(e.g., through Interuniversity Transfer Agreements/Letter of Permission; Exchanges; Co-registration Partnerships)

Clearly indicate that courses were taken elsewhere by indicating the

- ✓ **name of the exchange/partner/other institution**
- ✓ **type of arrangement (e.g., exchange, IUT/LOP, etc.)**
- ✓ **number of credits taken**
- ✓ **number of credits transferred**

- ✓ **Notate all of the above in the term taken.**

- ✓ **Statement that transcript should be sought from partner or other institution could be included on the transcript or in the transcript legend**

> **Include in the transcript legend: whether grades earned at another institution appear on the transcript/are entered in the calculation of the GPA**

F. Academic Standing and Honours

Include clarifying statements that denote academic standing or academic achievements.

Examples only:

- ✓ **"Eligible to proceed," Honour Roll, Academically-based Scholarships/Awards of Excellence earned**
- ✓ **"Academic Probation," "Required to Withdraw," "Expelled," etc.** - include these statements in the term/session directly relevant, in which award was earned, sanctions applied, etc.

> **Academic Penalties – it is not recommended to include the *reasons* for required academic withdrawals/expulsions.**

G. Core Academic Milestones

- ✓ **Credentials awarded:** name of credential (e.g., Diploma in Early Childhood Education; Bachelor of Engineering; Master of Arts in Political Science, with specialization in Canadian Studies, Certificate in Culinary Arts, etc.)
- ✓ **Date Credential Conferred**
- ✓ **Date Program Completed**
- ✓ **Master's/PhD:**
  - o courses and their respective results
  - o a notation that signals continued registration or a leave of absence
  - o qualifying exam results
  - o advancement to candidacy (for doctoral studies)
  - o title of dissertation (along with Principal Supervisor for doctoral studies)
  - o degree awarded, along with diplomas, certificates, specializations, etc.
  - o Cotutelle/partnerships – see below

H. Partnerships (leading to joint/dual credentials, etc.)

Key elements for transcription:

- ✓ **Name the type of partnership**
- ✓ **Name the partner institution(s)**
- ✓ **Feature whether credit was recognized (course-by-course or through block credit)**
- ✓ **Indicate the program in progress or completed through the collaborative arrangement**
- ✓ **Include the credential(s) in progress or earned through the collaborative arrangement**
- ✓ **Note the term that the partnership took place if applicable**

> **Include in the transcript legend: whether grades earned at another institution appear on the transcript/are entered in the calculation of the GPA**

- ✓ **Statement that transcript should be sought from partner or other institution could be included on the transcript or in the transcript legend**

> **Example statement: "This student is enrolled in the joint <name of> degree program between <home institution> and <name of partner institution>. For the <partner institution> record, please refer to the <partner> transcript."**

Cotutelle: Include
- ✓ a notation on the transcript to indicate student completed the degree in a joint or dual degree program that includes the name of the partner school/type of collaboration (e.g**.,** "*PhD done in*

cotutelle with the University of xx)" or "Awarded as a single degree under a Joint PhD arrangement with <partner university>".

✓ If a dual degree, the name of the degrees in both languages (e.g., Doctorat en littérature française and PhD in French literature

I. Other

If your institution makes available other documents such as a continuing education transcript, co-curricular record, an online competency record, etc. the transcript should reference this. It is also good practice to note on these other documents that they do not function as the official academic transcript.

The material in this document results from research and consultation conducted as part of the *ARUCC PCCAT National Transcript and Transfer Credit Nomenclature Standards Study* (September, 2015*)*