



Ashton College

POLICY

TITLE: Academic Transcript Policy

CATEGORY: Student

POLICY: # 1038

EFFECTIVE DATE: February 17, 2017

REVISED: N/A

APPROVED BY: President

Purpose

The purpose of this policy is to set out the process related to the issuing of academic transcripts at Ashton College (the “College”).

1. Policy Overview

- 1.1 The College recognizes the importance of academic transcripts in maintaining the academic integrity of the College.
- 1.2 The Student Services Officer is responsible for the management of recording and reporting of academic achievement.
- 1.3 The record of all courses in which a student has registered shall remain on the academic transcript.
- 1.4 Third party requests for data on current or former students require written consent from the student or alumni member concerned.

2. Student and Alumni Member Responsibilities

- 2.1 Students and alumni members are responsible for ensuring that written transcript requests are submitted well in advance of deadlines. Requests are processed in the order in which they are received.

- 2.2 The College is not responsible for academic transcripts that are lost or delayed in the mail.
- 2.3 Students and alumni members are responsible for ensuring that the correct recipient address is on their written transcript request. The College is not responsible for transcripts sent to an incorrect address entered by a student or alumni member.
- 2.4 Students are responsible for following up to ensure that their academic transcript has arrived at the intended destination.

3. Issuing of Unofficial Transcripts

- 3.1 An Unofficial Transcript will be issued upon written request to any student completing a course at the College.

4. Issuing of Official Transcripts

- 4.1 An Official Transcript will only be issued upon graduation from a College course or program.
- 4.2 Official Transcripts will not be provided in electronic format or sent via fax or email, as this format is not considered to be official.
- 4.3 Official Transcripts will not be released by the College until all outstanding fees have been paid.
- 4.4 An Official Transcript will be issued directly to the requesting organization, institution or employer, upon written request by the student or alumni member.
- 4.5 Students and alumni members must allow five (5) business days upon receipt of a written request for Official Transcripts to be generated. This turnaround time does not include time needed for a transcript to arrive a destination by postal mail or courier.
- 4.6 If a student or alumni member requests for an Official Transcript to be sent to a destination by courier, additional charges will apply.
- 4.7 All students will be issued one (1) copy of their Official Transcript after successfully graduating from their program. This one (1) Official Transcript will be supplied free of charge.
- 4.8 Additional copies of Official Transcripts can be purchased from Student Services.
- 4.9 The College seal and signature of the Student Services Officer will appear on Official Transcripts.