



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Authenticity and Accuracy of Student Transcripts - Policy 185

Policy Statement

Pacific Coast University for Workplace Health Science will take every reasonable action available to ensure the authenticity and accuracy of both unofficial and official student transcripts. The University's reputation as a credible scholarly community is based on the trust that employers and receiving post-secondary institutions place in the authenticity and accuracy of the University's transcripts. The responsibility for student transcripts is delegated to the Registrar. This policy complies with the University's Privacy policy.

Related Policy

Academic and Corporate Seals
Grade Point Average
Grading System
Privacy

Definitions

Alternate Student Records Keeper means an individual or a company contracted by the University to store student transcripts and to provide transcripts as requested should the University no longer be able to do so.

Official Transcript means an official University document available to employers or receiving post-secondary institutions by student request and sent to the recipient by secure means.

University means Pacific Coast University for Workplace Health Science, a corporation established under the Act.

University Calendar means the official University on line publication listing University courses, policy and procedures for students.

Unofficial Transcript means an unofficial summary of information on the student record system available to students on demand.

Procedures

The Registrar will mark Unofficial Transcripts as unofficial and will not include the corporate seal or Registrar's signature. The student is responsible for the accuracy and completeness of his or her personal information and for reporting any errors or omissions contained in the document to the Registrar.

The Registrar will mark Official Transcripts as official and include the corporate seal and Registrar's signature. As directed by the student, the Registrar will forward this document in a secure manner to an appropriate official at the place of employment or post-secondary institution.

The University may charge the student a fee for Official Transcripts and will publish the cost and procedures for ordering Official Transcripts in the University Calendar.

In order to ensure the accuracy and completeness of the student transcript and student records, the



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Registrar may not delete a course or its accompanying grade.

The official student record, in transcript form and in the custody and control of the Office of the Registrar, shall be held for 55 years. The University will engage an Alternate Student Records Keeper to ensure that student transcripts are available for this time and to serve as an off-site secure storage provider.

The Registrar will provide the Alternate Student Records Keeper with transcripts within three weeks of a student graduating from the University.

The Registrar will provide the Alternate Student Records Keeper with transcripts for students who have abandoned the program after two years of inactivity at the institution.

The Registrar will ensure that student transcripts provide at least the following information:

- The student's name, contact information and student ID number.
- The qualifications that form the basis for the student's admission to the institution.
- Information about any credits transferred, entrance examinations and prior learning assessment used for admission or advanced placement.
- The name(s) of any other post-secondary institution(s) attended by the student, and the dates of attendance.
- The name and completion date of any degree, diploma or certificate earned by the student before registering at the institution.
- The dates of the student's admission and completion or withdrawal from his/her program(s) of study.
- The date(s) of each academic semester or term during which the student studied at the institution.
- A list of all courses completed, in progress or withdrawn from at the institution.
- A list of credits and grades earned by the student.
- The student's grade point average per academic term and overall.
- A notation of academic suspension, dismissal or probation if any of these actions has been taken against the student.
- Academic awards or honors given to the student.
- The name of any degree earned by the student and the date the degree was granted by institution.
- The institution's name, location and address.
- The institution's grading key.
- The name and authorized signature of the registrar or similar official.
- The institution's seal.
- The date on which new information was last added, and the date the transcript was issued to the student or other body.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012
Responsibility: Registrar