

C.37 Transcripts

Academic Matters

Nunavut Arctic College

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POLICY

The College will maintain standardized methods of recording and reporting the academic achievement of an individual student.

PROCEDURE

1. Management of recording and reporting academic achievement is the responsibility of the Student Records Officer or designate.
2. A Statement of Grades will be issued upon completion of a College course. (Refer to Appendix C.37)
3. An Unofficial Transcript will be issued upon written request to any student completing a credit course.
4. An Official Transcript, upon written request by the student, will be issued directly to the requesting organization, institution or employer.

The official College seal appears on official transcripts.

5. Transcripts will not be released by the College until such time that all and any outstanding fees and dues with the College have been paid.
6. Changes to notations on a student's transcript must be made by the Registrar or designate.

