POLICY TITLE
Academic Transcripts

POLICY NUMBER
ASOM 3.7

PRIMARY RESPONSIBILITY
Registrar
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created May 2014/Effective May 2014; revised Summer 2017/Effective immediately

PURPOSE
Define the contents of a student academic transcript produced for an external audience, identify who produces the transcript, how a student requests a transcript, and who is empowered to edit the contents of a transcript.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff, and students

DEFINITIONS
Transcript: An official copy of a student’s academic record

POLICY
Academic transcripts produced by the College will include the following information:

- Name, date of birth, student ID, and course level of student
- Date of issuance
- Name and address of recipient of transcript
- Identification of student’s College program, campus, major, and concentration
- Identification of transfer credits accepted, including transferring institution’s name, course number(s), and credits
- Identification of College credits attempted, including course prefix and number, course title, course credit value, course grade, course quality points, and term in which course was attempted
- Summary of institution credits earned, quality points earned, and grade point average
- Summary of transfer credits accepted
- Dean’s list status
- Transfer General Education Core (TGEC) completion designation, when applicable
- America Honors completion designation, when applicable
- The reverse side of the official transcript will provide a key to the transcript, describing elements of the transcript

Student transcript information is maintained in the Office of the Registrar, using data in the student information systems. Only the Registrar is empowered to amend or change transcript information with approval of the Vice-Chancellor of Academic Affairs.

**PROCEDURE**
A student requests a transcript via studentclearinghouse.org, where the student identifies the recipient(s) of the transcript(s) and the College produces and sends the transcript(s) in sealed, Ivy Tech Community College envelopes.

Students with outstanding tuition and/or fees will not be issued a transcript until those balances are resolved. The Business Office will confirm the status of the student’s account with the College.

**REFERENCES**
ASOM 4.17 – Grade Point Average Calculation
ASOM 4.27 – Degree/Certificate Completion and Graduation Requirements

**RESOURCE PERSON**
Registrar