



# TRANSCRIPT OF MARKS

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## 1.0 GUIDING PRINCIPLE

The New Brunswick College of Craft and Design (College) reflects the history of the student's academic progress by issuing a Transcript of Marks.

## 2.0 POLICY STATEMENT

The College does this by ensuring:

- The integrity and authenticity of the document's reliability;
- The Transcript of Marks conforms to the Grading System Policy;
- All Transcripts of Marks are governed by the Student Records Policy.

## 3.0 DEFINITIONS

### **Grades**

A standardized measurement of performance within a subject area in the form of a letter or a numerical value.

### **Transcript of Marks**

A subset of a student's education record at a given point in time, issued by a post-secondary institution, which reflects the student's complete and accurate educational history at the issuing institution. The transcript is considered official when it has been verified as issued by a competent issuing authority.

### **Certification**

Recognition of a student's successful completion of a program or courses by means of a diploma, certificate, or Certificate of Achievement.

### **Credit**

A framework for valuing and measuring learning achievement within a course.

### **Grades**

A standardized measurement of performance within a subject area in the form of a letter or a numerical value.

**Program**

A collection of courses leading to certification that satisfies the requirements of an approved curriculum standard.

**Seal - Institutional**

Used to authenticate transcripts, diplomas, and other official documents issued by post-secondary institutions.

**Student Information System (SIS)**

An electronic system that manages all student-related information.

**Transcript of Marks**

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**Withdrawal (WI)**

When a student officially removes themselves from a course prior to the midpoint of a term.

#### 4.0 PURPOSE

The purpose of this procedure is to ensure uniformity of the format, content, and issuing of the **Transcript of Marks**.

#### 5.0 SCOPE

The procedure begins with a student registering in a course or program and ends with the issuing of official and unofficial Transcript of Marks.

#### 6.0 WORKFLOW

**6.1** All Transcript of Marks are produced by the **Student Information System (SIS)**.

- i. Official Transcripts of Marks will include:
  - The College logo;
  - Student name and address;
  - Student Identification (ID) number;
  - Year and term;
  - List of all courses that a student remained registered past the **withdrawal** date including their course ID (code), name, and **credit** value. For more information, refer to the Student Registration Policy;
  - Associated alpha grades for each course, including the cumulative grade point average (GPA). For more information refer to the Grading System Policy,
  - College **seal** (for paper transcripts only);
  - Registrar's signature; and
  - A letter-grade table.

And where applicable:

- **Program** name(s);
  - Honours designation. For more information refer to the Academic Excellence Policy; and
  - Notation of successfully completed **certification(s)**. For more information, refer to the Certification Policy.
- ii. Unofficial Transcripts of Marks includes all the items listed in 7.1 (i) except for the:
- College seal; and
  - Registrar's signature.

## 6.2. Production

- i. Upon request from students or alumni the Registrar's Office will issue official and unofficial Transcripts of Marks within 5 business days.
- ii. The Registrar's Office prints the Transcript of Marks from the SIS and applies the College seal and Registrar's signature if required.
- iii. Alumni requesting an official transcript must pay a fee. For more information, please contact the Registrar's office.

## 6.3. Delivery

- Government ID will be required to pick up a transcript. Written permission is required if the transcript is being picked up by another individual. The person must have photo ID and provide the full name of the student/graduate for which the transcript belongs to the Registrar's Office.
- Students must be in good financial standing when a request for a transcript is submitted.
- In the case of an official Transcript of Marks, the document is placed in a sealed envelope.
- The Transcript of Marks can either be picked up, mailed to the address provided in the request, or provided electronically.
- The College will courier transcripts for a fee. For more information, refer to the [Tuition Fees Policy](#).