EDINBORO UNIVERSITY OF PENNSYLVANIA

TRANSCRIPTS-Policy No. A061

Supersedes Policy No. A061, Dated 6/3/92

Recommended for Approval By John F. Fleischauer, Provost and Vice President for
Academic and Student Affairs

Approved By Foster F. Diebold, President on June 22, 1995

Review Date: As Required

INTENT

The intent of this policy is to specify the information to be included on the official
academic transcript of Edinboro University of Pennsylvania and to specify the standards
and conditions under which academic transcripts are to be issued.

POLICY

An academic transcript is the official record of coursework taken at the university for
either graduate or undergraduate credit and also includes any credits transferred to the
university. The university issues separate and distinct undergraduate and graduate
transcripts.

1. Academic transcripts are issued by the Office of Records and Registration upon
receipt of an original written request or signed facsimile request of the current or
former student (hereinafter referred to as student), by legal order of a court, or by
request based upon statutory law (Family Educational Rights and Privacy Act of
1974).

2. One official transcript will be issued free of charge at the request of the student.
A fee, established by the Council of Trustees and reviewed annually, will be
charged for the issuance of subsequent transcripts requested by the student.
Staff members of the university and members of their immediate families are not
charged a fee for the issuance of transcripts.
3. The academic transcript may contain the following information:

- Basic accreditation statement of Edinboro University of Pennsylvania
- Student name
- Student address
- Student birth date
- Student identification number
- Date of production of the transcript
- Current cumulative quality point average for all coursework provided on the transcript
- Current major and minor programs
- Listing, by academic term, of all courses taken for credit except in cases of Academic Amnesty/Fresh Start
- Grade received in each course
- Semester hours of credit earned
- Quality points earned
- Transfer credits accepted by the university
- Current institutional grading scale and definitions of grades
- Deans list and honors recognition
- Academic probation and suspension designations
- Degrees and minors awarded
- Date degrees and minors awarded
- Cumulative quality point average at time degree awarded
- Raised seal of the university
- Signature of the Coordinator of Records
- Statement of the Family Educational Rights and Privacy Act 1974

4. Edinboro University reserves the right to withhold transcripts and scheduling privileges for persons who are financially indebted to the University or who have failed to fulfill admissions requirements for their continued enrollment. Transcripts may be withheld in other instances where the President or the President's designee deems the action to be in the best interests of the institution. The University does not withhold semester or session final grade reports.