

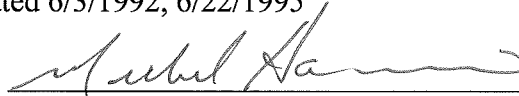
EDINBORO UNIVERSITY OF PENNSYLVANIA

TRANSCRIPTS

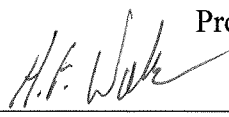
Policy No. A061
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Supersedes Policy No. A061, Dated 6/3/1992, 6/22/1995

Recommended for Approval By: _____


Michael J. Hannan, Ph.D.
Provost and Vice President for Academic Affairs

Approved By: _____


H. Fred Walker, Ph.D., President

on _____

10-11-16
Effective Date

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 online order; 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. A fee, established by the Council of Trustees and reviewed annually, will be charged for the issuance of transcripts requested by the student.
3. Employees of the university and members of their immediate families are not charged a fee for the issuance of transcripts. Such transcripts must be requested in person at the Office of Records and Registration. Such requests are subject to a two-week processing time period.
4. The academic transcript may contain the following information:
 - Basic accreditation statement of Edinboro University
 - Student name
 - Student address
 - Student birth date (day-month)
 - 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
 - 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
 - Dean's list and honors recognition
 - Academic standing designations
 - Degrees and minors awarded
 - Date degrees and minors awarded
 - Seal of the university
 - Signature of the Registrar
 - Statement of the Family Educational Rights and Privacy Act 1974
5. 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 provide the University with official transcripts from previously attended institutions. 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.