



BRITISH COLUMBIA REGISTRARS ASSOCIATION

BRITISH COLUMBIA RECORD AND TRANSCRIPT GUIDE

For use in Post-Secondary Institutions in BC

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BC Record and Transcript Guide
For use in Post-Secondary Institutions in BC
Approved by the BC Registrars Association

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British Columbia Registrars Association (BCRA)

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<u>Item</u>	<u>Data Element</u>	<u>Description/Purpose</u>	<u>Database</u>	<u>Transcript</u>
<i>Identification of the Institution</i>				
1.	Name	The transcript key should include previous names of the institution, at least for a period of transition (5 yrs) and should denote the old and new names.	Essential	Essential
2.	Location: City, Province, Postal Code Telephone #	May be part of the transcript key.	Essential	Essential
<i>Identification of the Student</i>				
3.	Name	The name should be the documented legal name of the student. Databases usually include all variant forms of a student's name, including previous surnames and nicknames or names called by, but only the current name should appear on the transcript.	Essential	Essential
4.	Identification Number	A necessary item in an electronic database. A locally assigned identifier will aid in any correspondence between the institution and transcript recipients; nonetheless, even if a locally assigned number is used for identification, the Social Insurance number or PEN may be collected for use in matching documents and for financial aid and research requirements.	Essential	Recommended
5.	Address	Once an important part of the transcript, the address is usually not considered a viable item of identification today and is, therefore, not an appropriate part of the transcript. Nonetheless, various addresses, including local, billing, emergency, permanent, grade-mailing, etc., are needed in the database.	Essential	Optional
6.	Date of Birth	The date of birth is an essential item for the database, used for reports and research. It is useful as an identifier on the transcript for those institutions which do not use the Social Insurance number as an identifier. Institutions should limit the notation on transcripts to the month and day. See Note #1	Essential	Optional
7.	Place of Birth	May be a source of perceived discrimination. Sometimes useful in establishing residency for fee purposes. It is essential to collect this	Optional	Not Recommended

<u>Item</u>	<u>Data Element</u>	<u>Description/Purpose</u>	<u>Database</u>	<u>Transcript</u>
		information for international students applying for a student visa.		
8.	Gender	Required for many reports, but inappropriate for the transcript. May be construed as a violation of privacy or basis of discrimination.	Essential	Optional
9.	Race, Ethnicity or First Nations Status	Useful for reporting requirements, but can also be a basis of discrimination.	Optional	Not Recommended
10.	Marital Status	--	Optional	Not Recommended
11.	Financial Sponsorship	--	Optional	Not Recommended
12.	Disability	Disability information should be maintained in the database only if reported by the student. Never include in a transcript.	Optional	Not Recommended
13.	Citizenship	For non-Canadian-citizen students, this is the current status of the student with Immigration Canada.	Essential	Not Recommended
14.	Secondary School Graduation or Equivalent:	See Note #2		
	a. Name, Location of School	Both name and location are needed to distinguish between schools with similar names.	Essential	Optional
	b. School Code	The code identifying each secondary institution.	Essential	Optional
	c. Date of Graduation	May be perceived as a basis of age discrimination.	Essential	Optional
	d. High School Equivalency Examination	If shown as basis of admission, scores should not be included.	Essential	Optional
	e. Entrance Test Scores	E.g. TOEFL, LPI.	Essential	Not Recommended
15.	Previous Colleges or Universities Attended	See Note #3		
	a. Name, Location of		Essential	name: Essential

<u>Item</u>	<u>Data Element</u>	<u>Description/Purpose</u>	<u>Database</u>	<u>Transcript</u>
	Institution			location: Optional
	b. Period of Attendance		Essential	Recommended
	c. Credential Received		Essential	Recommended
	d. Year Credential conferred		Essential	Recommended
	e. School Code	Any code number which identifies post secondary institution.	Recommended	Optional
	f. ID of Student at that Institution		Optional	Not Recommended
16.	Personal Statement	Room for any personal statement the student wishes to make, relevant to his/her studies.	Optional	Not Recommended
<i>Record of Work Pursued</i>				
17.	Terms of Attendance	The trend is to include precise dates of the beginning and end of each term. Calendars should be described in detail either in the transcript key or in the course identification.	Essential	Essential
18.	Withdrawal Date	Used for full withdrawal from the institution prior to the end of the term. See Note #4	Essential	Not Recommended
19.	Course Identification	Includes department or discipline identifier, course number, course title, and special topics, such as taught as special topics.	Essential	Essential
20.	Amount of Credit	The amount of credit the course carries.	Essential	Essential
21.	Unit of Credit	Credit may be year, semester, or some different base. This information should be included in the transcript key.	Essential	Essential
22.	Term Grades	The grade earned in each course, whether used in averages or not, must be shown on the transcript. This includes repeated or duplicate courses. Any exception must be included in the key.	Essential	Essential

<u>Item</u>	<u>Data Element</u>	<u>Description/Purpose</u>	<u>Database</u>	<u>Transcript</u>
		See Note #5		
23.	Term Grade Point Average	Grade point averages are computed by varying methods, especially with reference to repeated courses. Many receiving institutions re-compute the average based on their policy. May be dynamically computed. See Notes #6 and #7	Essential	Recommended
24.	Term Grade Points	Grade points earned each term.	Essential	Recommended
25.	Cumulative credits, Grade Points, Grade Point Average(GPA)	See Items 21-23.	Essential	Recommended
26.	Narrative Evaluation	Used by some institutions in lieu of traditional letter grades.	Essential	Essential (if no grades are recorded)
27.	Demonstrated Competencies	Demonstrated knowledge, skills and attributes for which credit is awarded. N.B.: Demonstrated competencies imply the awarding of credit; they should not be confused with demonstrated proficiencies. See Note #8	Essential	Essential
28.	Transfer Credits Accepted			
	a. Courses, Credits, Grades	Essential part of database for degree audit and advising. Each institution should be shown with dates of attendance.	Essential	Optional
	b. Credit Summary	Essential part of database; may be computed dynamically. Credits accepted should be shown on the transcript. Credits accepted and dates of attendance at each institution should be clearly noted.	Essential	Recommended
Academic Status				
29.	Good Standing	The transcript key should include a statement that if status is blank or states "Good Standing," then the student is eligible to reenroll. No other meaning should be attached to the term.	Optional	Not Recommended

<u>Item</u>	<u>Data Element</u>	<u>Description/Purpose</u>	<u>Database</u>	<u>Transcript</u>
30.	Academic Probation	Essential to the database to determine academic rules.	Essential	Recommended
31.	Academic Suspension	Essential to database. Any academic action, including academic misconduct or dismissal, which interrupts the student's continued enrollment should be reported. See Note #9	Essential	Recommended
32.	Rank in Class	Student's numerical rank in class where 1 = highest rank. Variations in grading practices, methodology in determining rank, and other variables tend to render such information of little positive value and establish the potential for great harm to the student.	Optional	Not Recommended
<i>Statement of Graduation</i>				
33.	Credential Received	Title of credential.	Essential	Essential
34.	Date Conferred	While the month and year are essential, the date of the month is recommended.	Essential	Essential
35.	Date Completed	Should be included if it is different from the date of the degree conferral. Should be reflected on transcripts of those institutions which do not confer degrees at the end of each term that student may complete degree requirements.	Essential	Recommended
36.	Program (honors, majors, minors, other)	The institution's name for the major field of study is essential. Note: the Program code should be considered <i>Essential</i> for the database and <i>Optional</i> for the transcript.	Essential	Essential
37.	Academic Distinctions	These could include Dean's List, Governor General's Award, "with honors", etc., and should not include membership in honorary organizations or other non-academic distinctions and awards.	Essential	Recommended
38.	Professional Certification Requirements	Include only if part of credential requirements; specific test scores should not be reflected.	Recommended	Optional
39.	Rank in Class	See Item 32 above for discussion.	Optional	Optional

<u>Item</u>	<u>Data Element</u>	<u>Description/Purpose</u>	<u>Database</u>	<u>Transcript</u>
Supplemental Information for Graduate and Professional Students				
40.	Satisfactory Completion of Institutional Qualifying Examinations	--	Essential	Recommended
41.	Advancement and/or Admission to Candidacy	--	Essential	Optional
42.	Title of Thesis and Dissertation	--	Essential	Optional
Miscellaneous				
43.	Transcript Issuance Information			
	a. Courses in Progress	If currently enrolled, list of courses in which the student is enrolled at the time of issuance of the transcript. Very helpful to potential employers, colleges, universities, and graduate and professional schools to which the student may be applying. "In Progress" should be clearly noted. For schools using and "early registration" procedure, preregistered courses should not be included on the transcript until classes have begun. If the list of current courses is not shown, then the transcript should indicate whether the student is currently enrolled.	Essential	Recommended
	b. Date of Issue	Necessary in order for the recipient to know if the record received is current. Sending information should be maintained for a period of time as an audit trail in compliance with FOIPOP requirements.	Essential	Essential
44.	Agency of Internships and Externships	May be useful for potential employers, and certification and licensing agencies.	Optional	Optional
45.	Standard Test Scores	GRE, LSAT, and similar test scores.	Essential	Not Recommended

<u>Item</u>	<u>Data Element</u>	<u>Description/Purpose</u>	<u>Database</u>	<u>Transcript</u>
46.	Last Entry Notation	The recipient can readily determine if data has been entered illicitly.	Not Applicable	Essential

Notes Associated with List of Components

- Note 1** The appearance of the date of birth on the transcript has increasingly become a source of concern to many who perceive it as a basis for age discrimination. Although this data item is essential to a good database, it should not appear on the transcript if the Social Insurance number also appears on it. The Social Insurance number will provide adequate identification. In cases where the Social Insurance number does not appear, then only the month and day of birth should be reported, omitting the year of birth.
- Note 2** Secondary school information may not be relevant to graduate or professional schools.
- Note 3** This information should be posted only for institutions from which credit has been transferred. Professional schools may omit this information when it is unrelated to the professional program.
- Note 4** Late withdrawal granted for compassionate reasons or under extenuating circumstances should be considered to be equivalent to a withdrawal during the normal withdrawal period, therefore the date should not be noted.
- Note 5** It is understood that "term" can refer to semester, trimester, year long or quarter courses, as appropriate to the institution.
- Note 6** If an A+ results in a grade point average greater than the range indicated in the key, then this should be included in the key also.
- Note 7** Although the cumulative grade point average has traditionally been reflected on most transcripts, it is not an essential item for inclusion. In truth, most receiving bodies, especially other institutions, recompute the grade point average according to their own rules, without regard to that reflected on the transcript. The practice of showing grade point averages for each session is much less common than that of showing the final cumulative average, and the practice of showing a cumulative average for each term is mainly used by those institutions which xerograph hard copy permanent record cards as transcripts. If the grade point average, either cumulative or by session, is reflected on the transcript, then it is essential that the key contain information on how the average is computed (how repeated courses are computed; what the values of each grade are; what, if any, courses are omitted from the computation, etc.).
- Note 8** Many students earn credit for demonstrated knowledge, skills and attributes acquired elsewhere. Examples include military experience, credits earned through Prior Learning Assessment, course challenges, and Advanced Placement. Credit earned through these methods can be recorded as a grade, special designator, etc., but should be identified on the transcript with the transcript key describing the identifier.

Demonstrated proficiencies are typically degree or program requirements such as English or math proficiency, public service, etc. that have been completed by the student. The institution maintains records of these proficiencies on the institutional database, but since no credit is usually awarded as a result of the completion, these demonstrated proficiencies are not included on the transcript.

Note 9 Only academic statuses which interrupt a student's continued enrollment should be reflected on the transcript. These usually include *Withdrawal* [in course], *Suspension*, *Dismissal*, *Suspension or Dismissal for Academic Misconduct*. Interruptions resulting from disciplinary actions (except for academic dismissals) should not be reflected on the transcript. The term *Suspension* should connote separation for a definite period of time, with permission to return certain, or virtually so. On the other hand, *Dismissal* connotes either permanent separation or separation for a very long period of time, with readmission only upon review. *Dismissal* usually results when a suspended student re-enrolls but does not improve his or her academic performance.

Additional Recommendations

Section A: Grading Policy

1. No Grade Submitted

Delays and accidents happen. When an instructor falls ill, meets with an accident, is called away unexpectedly, or even meets with an untimely end, grades can be delayed or even impossible to assign. Obviously, this is not the student's fault, and students should not be penalized in any way as a result. However, some institutions end up penalizing the student unwittingly, by either submitting a transcript with a grade of INC (which can be interpreted as an F by the receiving institution) or by not issuing a transcript until all grades have been finalized. Some institutions have programs, policies or practices which dictate that all grades must be received before a transcript can be generated. Resulting delays can have serious effects on students who are transferring out.

It is important in circumstances where a missing grade is clearly not the student's fault that registrars are enabled to generate a transcript at a student's request. It is also critical that some neutral term, acceptable to and recognizable by all institutions, is used to designate the grade. Typically, institutions have used designators such as INC (incomplete), CIP (course in progress), DEF (deferred), ENR (enrolled) or a blank. However, receiving institutions may interpret any of these to reflect a variety of circumstances, since they are used inconsistently across the system. Any of them may be interpreted by the receiving institution as designating a circumstance over which the student had control. Therefore, whatever term is used should be used consistently across the system and should clearly indicate no penalty to the student.

Recommendation

That the Registrar of each institution should be given the authority to enter a "no grade reported" notation for cases in which no valid grade has been received by the grade deadline, to enable an official transcript to be issued without delay.

Recommendation

That the grade "no grade reported" be GPA-neutral on the transcript, for the purposes of calculating GPA at both sending and receiving institutions.

Recommendation

That institutions should issue revised, final transcripts at no additional cost to the student if the original final transcripts included a 'no grade available' notation, once a final grade has been received.

Rationale

To a student who is transferring out, a missing grade which is beyond her/his control can be a deadly blow. All institutions have a responsibility to ensure that a final transcript is issued promptly, even if it is incomplete, because the student might be admissible elsewhere with three of four final grades, but will only be considered if a transcript is issued. They also have a responsibility to ensure that their grading practices do not result in unfair penalties to students.

Note: The above recommendations have also been made by the BC Council on Admissions and Transfer's Task Force on Standards and Processes, and approved by Council at its December 1997 meeting.

2. Aegrotat or Ungraded Pass

Where a student has been unable to complete the requirements of the course due to personal hardship or extenuating circumstances such as illness or death in the family it is normal for institutions to grant a passing grade for compassionate reasons. In B.C. many notations have been used for this circumstance. Some of these notations can create confusion or difficulties for students.

Recommendation

If institutions are using other than a letter grade, that they use "ae" to designate a grade earned under extenuating circumstances. **"Ae" can also accompany a letter grade.**

Recommendation

That all receiving institutions accept a grade of "ae" for credit.

Rationale:

The way this type of grade is recorded on the transcript, and regarded by receiving institutions, varies throughout the system. In order for this grade to be treated fairly no matter what institution a student comes from or transfers to, all institutions should be using the same notation on the transcript, and the same policy for transferring credit.

3. Duplicate Grades

Responses to the February 1997 Registrars' Survey indicated that all institutions record all attempts of a repeated course on a transcript. Twenty-one institutions record the grades of all attempts, while 4 record the highest grade only. There are at least three institutions who, as receiving institutions, assess a repeated course without a grade as an "F" and factor that F into the admission GPA.

Recommendation

That institutions record all attempts of a course on the transcript as well as the grade earned in each attempt.

Rationale:

If a grade is missing it is common practice for a receiving institution to treat this grade as an “F” for the purposes of calculating an admission GPA. This unfairly penalizes students who earned grades higher than an “F” in their first or less successful attempt.

Section B: Associate Degree

1. Associate Degree

It is not universal policy in B.C. to record the conferring of associate degrees on college or university college transcripts.

Recommendation

That the Associate Degree credential be recorded on the transcript.

Rationale:

Since some institutions confer priority admission to recipients of associate degrees these degrees should be noted on the transcript.