Revisions to the Policy on Academic Transcripts

[The current policy can be found at: http://www.uwo.ca/univsec/handbook/general/records.pdf]

ACADEMIC TRANSCRIPTS

~~***On Nov. 12, 2010, Senate approved a motion that graduate external scholarships and donor scholarships be noted on the Western transcript retroactive to September 1, 2008 (added to this policy as item 5).***~~

A transcript is a copy of a student's permanent academic record at this University, duly certified by the Registrar and bearing the embossed seal of the University. A transcript is privileged information and is available only upon the written request and payment of the fee ~~in effect at the time~~ by the student. ***(For current fees and processing time check the Web site of the Office of the Registrar: http://www.registrar.uwo.ca/).***

A transcript is required as one of the supporting documents for application to another university, graduate school, fellowship and scholarship applications, and is commonly required by prospective employers.

The transcript is a record of a student's academic progress. It contains the following information:

1. A listing of all courses attempted and the grades achieved, including courses from which a student has withdrawn without academic penalty.
2. A statement of the degree attained, including the area of concentration or Honors discipline and date of graduation.
3. Comments relating to a student's academic progress. These may include statements about a student's standing in a program (e.g., on Dean's Honor List), or that the student was required to withdraw from the University or was placed on academic probation (e.g. for failing to meet progression requirements).
4. A listing of all undergraduate scholarships, awards, prizes, fellowships and medals awarded by the University to the student during the student's academic career at the University. [Note: This information is only available from May 1, 2000.]
5. A listing of selected National and Provincial graduate scholarships awarded to the student during the student's graduate career at the University. The listing of scholarships that are eligible to appear on transcripts is determined by the School of Graduate and Postdoctoral Studies.

   [Note: This scholarship information is available only for graduate students from September 1, 2008.] (S.10-178)

Note that a transcript reflects the current status of a student's record at the time it is issued. Students should ensure that any changes to the transcript (e.g., from an INC to a final grade) are recorded before ordering a transcript.

Students who have pursued more than one academic career (e.g., Graduate, Undergraduate, Professional, Education) at Western may request, in writing, a partial transcript. The partial transcript will display only those grades obtained during the specified academic career and will be identified as the transcript for that academic career (e.g., Graduate Transcript).

~~Transcript order forms are available from Information Services, Registrar's Office, Stevenson-Lawson 190* and on-line at www.registrar.uwo.ca. Official transcripts are mailed by the Registrar's Office to institutions designated by the student. Each transcript costs $x. Same-day transcripts are available at a cost of $x each.~~
~~* All transcript transactions in Room 190 require valid identification.~~
~~*[Secretarial Note: Actual transcript costs subject to change by the Board of Governors and not listed here as part of this policy. For current charges, contact the Office of the Registrar.]*~~

Transcript order forms are available from the Office of the Registrar or on-line at http://www.registrar.uwo.ca/