

## Academic Records and Student Transcripts

<b>Policy Category:</b>	General
<b>Subject:</b>	Academic Records and Student Transcripts
<b>Subsections:</b>	<a href="#">Personal Information Collection Notice</a> ; <a href="#">Academic Records and Student Transcripts</a> ; <a href="#">Grade Reports</a> ; <a href="#">Co-Curricular Records</a> ; <a href="#">Academic Transcripts</a> ; <a href="#">Class Average, Class Size on Transcripts</a> ; <a href="#">Transcript Notations</a> ; <a href="#">Areas of Concentration in Law</a> ; <a href="#">Recording Students' Names</a>
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	*
<b>Officer(s) Responsible for Procedure:</b>	*
<b>Related Policies:</b>	*
<b>Effective Date:</b>	May 1, 2024
<b>Supersedes:</b>	September 1, 2022, April 22, 2022; January 2021

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### PERSONAL INFORMATION COLLECTION NOTICE

*The University of Western Ontario* collects personal information under the authority of the *University of Western Ontario Act, 1982*, as amended. The information is related directly to and needed by the University for the purposes of recruitment, admission, registration, progression, graduation, administration, and other activities related to its programs.

The information is used to administer and operate academic, athletic, recreational, student development, student employment, financial aid, and other University programs and activities, including residence operations and alumni and development activities and programs. For example, personal information will be used to determine

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academic status, record academic achievement, produce class lists, issue student cards, process transcript requests, maintain tuition accounts, issue tax receipts, notify students of important issues and updates, determine eligibility for student awards, scholarships and financial support, and administer financial aid and government financial assistance programs.

It is the policy of the University to consider the following information about current and former students to be publicly available and to provide it to third parties upon request: student's full name; Faculty(ies)/Schools in which student is/was enrolled, with major field of study; degree(s) awarded by Western and date(s) conferred; and academic or other University honours or distinctions. At any time an individual may request that this information cease to be made publicly available by contacting Registrarial Services in writing.

Personal information may be used for statistical and research purposes by the University, other post-secondary educational institutions, researchers, and the provincial and federal government. The University discloses specific and limited personal information to recognized student organizations for the purposes of administering their programs including membership administration, health plan, elections, and issuing of bus passes. Personal information of students enrolled in an Affiliated University College is shared with the Affiliated University College.

Select information may be shared with third parties, including: award donors; government funding agencies to process financial assistance applications; financial institutions to confirm student enrolment; independent student loan administration companies to process student loan documents; collection agencies for outstanding accounts; municipalities for debts owed by students; and contracted service providers acting on behalf of the University. Credit card information is transmitted to an independent processing company in order to process payments. Personal information may be disclosed to third parties in the course of an investigation of misconduct. Information relating to misconduct and/or falsified documents may be shared with other educational institutions.

Western collects personal information under the authority of the *University of Western Ontario Act, 1982 (as amended in 1988)*. To view the complete Personal Information Collection Notice visit the online Academic Calendar at <http://www.westerncalendar.uwo.ca>

### **ACADEMIC RECORDS AND STUDENT TRANSCRIPTS**

The University maintains a record of a student's academic progress throughout their career at Western. This record provides information for academic counselling purposes and serves as the basis for producing grade reports and student transcripts. The following is a description of the kinds of information held by the University and the information that is provided on grade reports and transcripts.

### Academic Files

The Registrar's Office keeps an electronic file of all information relating to a student's academic progress. This includes a student's:

- basis of admission
- address
- some biographic information (e.g., date of birth) that is collected and reported for Statistics Canada
- for students admitted directly from secondary school, the record of the Grade 12 courses, as well as marks submitted in support of their application for admission
- registration history and status
- courses attempted and grades achieved
- milestones
- Special Permissions granted
- all information relating to Advanced Standing and courses taken on Letters of Permission
- information on seals on academic records because of non-payment of fees, library fines, etc.

The academic file is a confidential internal document that is available only to individuals authorised to view the files.

There are other electronic files/databases on students, including:

- scholarship/bursary data
- fee payment information
- the Alumni database which includes information on degrees attained as well as the address of parents.

In addition to these electronic records, the Academic Counselling Office of a student's Faculty may keep a file containing written documents relating to a student's academic progress. These may include:

- Special Permission forms
- Special Examination Forms
- medical documents
- correspondence
- notes of interviews that students may have had with Academic Counsellors.

These files are also confidential internal documents that are available only to the student's Dean and Academic Counselling Office.

A student who has been found guilty of a scholastic offence may also have an offence record that is kept separate from the academic file. (See section on Scholastic Offences.)

### GRADE REPORTS

Students are able to access their grades at the end of each academic term through the Student Center (student.uwo.ca). Where appropriate, courses attempted, milestones recorded, the grades achieved, comments concerning a student's eligibility for a requested program, progression and graduation eligibility, and averages, are reported to the student. This information is confidential and may only be accessed by entering their Western user ID and password.

### CO-CURRICULAR RECORD

Western's Co-Curricular Record is a collaboration between Western University and its Affiliated University Colleges – King's University College and Huron University College. It is a record of a student's engagement and leadership involvement during their time at Western. The Co-Curricular Record is separate from the Academic Record and it lists activities such as participation in student life programs, leadership development, community service learning, and involvement activities that contribute to the student's experience.

The Co-Curricular Record chronicles a student's non-academic engagement across **core areas, such as career preparation**, communication, diversity, engaging the arts, global awareness, leadership, social responsibility etc.

The Co-curricular Record supports students in:

- Learning more about the out-of-classroom activities available at Western
- Reflecting on, and identifying key learning outcomes gained through their various activities
- Preparing a personalized document of their key activities that is validated by staff and faculty members
- Adapting their records for specific audiences (e.g. job interview, graduate school application)
- Articulating their co-curricular experience to employers, admission panels, etc.

For more information please visit: <http://myexperience.uwo.ca/>

### ACADEMIC TRANSCRIPTS

A transcript is a copy of a student's permanent academic record at this University, duly certified by the Registrar. If in paper format, the transcript will bear the embossed seal of the University. If in electronic format, the transcript will be certified with a cryptographic signature. A transcript is privileged information and is available only upon the written or online request and payment of the fee by the student.

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(For current fees and processing time check the website 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 listing of milestones that a student must complete to satisfy their academic requirements.
3. A statement of the degree attained, including the area of concentration or Honours discipline and date of graduation.
4. Comments relating to a student's academic progress. These may include statements about a student's standing in a program, 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).
5. 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.]
6. 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.]*
7. A listing of selected honours (i.e. Dean's Honour List, Global and Intercultural Engagement Honour - see <http://international.uwo.ca/>, **Memegwaanh Indigenous Learning Honour** – see <http://indigenous.uwo.ca/>).

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).

Transcripts can be ordered online through the Student Center ([student.uwo.ca](http://student.uwo.ca)) or by using the order form available from Student Central, RM 1120 Western Student

Services building or from <https://registrar.uwo.ca/services/transcripts.html>  
Official transcripts are sent by the Registrar's Office as designated by the student.  
The cost for transcripts can be found at  
<https://registrar.uwo.ca/services/transcripts.html>

\* All transcript transactions in Student Central require valid identification.

### **CLASS AVERAGE, CLASS SIZE ON TRANSCRIPTS**

Senate approved that the class (i.e., section) average be added to the transcript (assessing failures as 40), and, that for passing grades, the class size (i.e., section) be added to the transcript (including failures in enrollment).

*[Secretarial Note: Although the original proposed implementation date was January 1, 2001, Western in fact implemented class size and average on the transcript in April 2002. Senate was informed that the class average and class size would be on the transcript for courses in the fall/winter 2000 term and onward. Any undergraduate courses on the student's transcript prior to fall/winter 2000 will only show the mark achieved.]*

### **TRANSCRIPT NOTATIONS**

- Transcript notations for suspension and expulsion will differentiate between Scholastic Discipline, Gender-Based and Sexual Violence (GBSV) offences, and Code of Student Conduct offences.
- A notation for suspension will be removed from the transcript when the student graduates or five years after the last registration.
- A notation for expulsion will be permanent unless a petition to the President for its removal is approved. The petition to remove an expulsion notation from the transcript may be made no sooner than five years after the offence. Removal of the expulsion notation from the transcript would not overturn the expulsion decision; the expulsion from the University would remain in effect.

*Secretariat Note: See also the policies on [Scholastic Discipline for Graduate and Undergraduate Students](#) and the [Code of Student Conduct](#).*

### **AREAS OF CONCENTRATION IN LAW** (To be on Transcripts)

Areas of Concentration are available in Business Law, Criminal Law, Information and Technology Law, and Taxation. All Area of Concentration programs require a student to complete a research paper in the pertinent area. The Area of Concentration research paper must meet the criteria of the Faculty's writing

requirement necessary for graduation, and may be used to fulfil that requirement. Students who complete an area of concentration within the JD program will have a notation, e.g., "Area of Concentration: Business Law," included on their transcripts. Students who fulfill the requirements of more than one Area of Concentration shall have a notation for all such successfully completed concentrations included on their transcripts.

### RECORDING STUDENTS' NAMES

In order to maintain the integrity of the University's student records, each student is required to provide either on application for admission or on personal data forms required for registration, their complete legal name. Any requests to change a student's name by means of alteration, deletion, substitution or addition, must meet the criteria outlined below.

#### Printing Students' Names on Degree Diplomas

Students' names (first, middle and last names) as confirmed during the application to graduate process, will be printed on Degree Diplomas in capital letters. Students wishing to include lower case letters or accents in their names must follow the "Request to Change Students' Names on Degree Diplomas" policy below.

#### Requests to Change Students' Names on Academic Records and Transcripts

Students who wish to change their name used for official registration purposes are required to provide acceptable documentation and photo identification reflecting the change.

#### Requests to Change Students' Names on Degree Diplomas

Students who wish to include a variation of their complete name for the purpose of their printed degree are required to put this request in writing to the Office of the Registrar. The name variation for the printed degree will be retained as part of the student's permanent record and displayed on official transcripts with the degree conferral information\*. To maintain data integrity, name change requests will not be accepted by email or through third parties without written authorization by the student.

The following are examples of acceptable requests for student name changes without documentation:

Change	Example
Truncation of names	Alexander to A.
Diminutives of names	James to Jim
Variation in the order of names	Surname/Given name
Use of religious names	Addition of Mohammad

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Removal of middle names	Jane Ann Smith to Jane Smith
Using both capital and lower case letters	MACKENZIE to MacKENZIE MCKENNA to McKENNA VON KUSTER to Von KUSTER
Addition of accents	NOELLE to NOËLLE FRANCOIS to FRANÇOIS
Use of previously approved Preferred/Chosen first name	See "Request to Change Students' Preferred/Chosen Name" policy

\*Requests to include accents will NOT be included on official transcripts or displayed as part of the student's centrally maintained academic record

### **Request to Change Students' Preferred/Chosen First Name**

A student's preferred/chosen first name is typically the first name that they commonly go by, and differs from their legal first name. Western University requires that individuals use their legal name on all legal records and official documents. However, Western University also recognizes that, as an inclusive community, many of its members use first names other than their legal first names to identify themselves. The University acknowledges that a preferred/chosen first name can and should be used wherever possible in the course of University business and education.

Preferred/Chosen First Name is supported in the systems identified through the Office of the Registrar.

### **NOTES:**

Convocation and Graduation Diplomas: To request to change a student's name on degree diplomas and transcripts see the [Convocation and Graduation Diplomas](#) policy.