

# Student Records and Transcripts

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| Responsible Authority:            | Office the Registrar |
| Date of Original Policy Approval: | 2015 – 07 – 07       |
| Last Reviewed:                    | 2021 – 08 – 31       |
| Mandatory Revision Date:          | 2026 – 08 – 31       |

## PURPOSE

To document the aspects of the student record and how it is created and maintained by the Office of the Registrar.

## SCOPE

All students.

## POLICY

### 1. General

- 1.1. Student records are created once a student applies to a post-secondary program or upon registering in a continuing education course. At this point a student identification number is generated and used throughout the student's time at the college.
- 1.2. The following biographical information may be recorded in the student record:
  - 1.2.1. Name
  - 1.2.2. Date of birth
  - 1.2.3. Address
  - 1.2.4. Gender
  - 1.2.5. Phone numbers
  - 1.2.6. E-mail address
  - 1.2.7. Citizenship/immigration status or Indigenous self-identification
  - 1.2.8. Ontario Education Number
- 1.3. Information such as address, phone number, and e-mail address can be updated through STU-VIEW. Requests to change other biographical information recorded on the student record may require original or notarized copies of supporting documentation to be submitted to the Office of the Registrar.

### 2. Admission Records

- 2.1. Admissions records are created when a student:
  - Submits an application through [Ontariocolleges.ca](http://Ontariocolleges.ca)
  - Applies in person through the quick admit process
  - Transfers programs, or is re-admitted to a program
  - Applies as an International student via the GBC Online Application System (OAS)
  - Attends a program governed by an articulation agreement
- 2.2. Admissions records consist of:
  - All program applications and admission decisions
  - All academic and non-academic documentation provided to the college for the purpose of meeting admission requirements

- Internal testing results

### **3. Registration and Enrolment Records**

3.1. Registration and enrolment records consist of:

- 3.1.1. Program of study
- 3.1.2. List of courses on a schedule and a history of changes made to the registration record
- 3.1.3. Tuition, fees, and payments related to courses, programs, and services.

### **4. Academic Records**

4.1. The Office of the Registrar only records final letter grades on the academic record. Faculty are required to submit their final grades at the end of each course according to the deadlines and the submission mechanisms established by the Office of the Registrar.

#### **4.2. Promotions Meeting Decisions**

The Academic Department will be responsible for notifying the Office of the Registrar regarding decisions affecting student status at the College, including:

- probation;
- mandatory withdrawal;
- failure; or
- any conditions placed on the student

The Office of the Registrar is responsible for making the appropriate notations on the student's academic record and providing the student with a copy of their transcript when requested.

4.3. A transcript is a reflection of the academic record which consists of the following:

- 4.3.1. Final letter grades
- 4.3.2. Course credit value
- 4.3.3. Grade point values
- 4.3.4. Modifier symbol
- 4.3.5. Term GPA
- 4.3.6. Cumulative GPA
- 4.3.7. Program GPA (once successful graduation has been recorded on the student record)
- 4.3.8. Any special grading symbols awarded
- 4.3.9. Courses
- 4.3.10. Terms of attendance
- 4.3.11. Program of study
- 4.3.12. Graduation status (once successful graduation has been recorded on the student record)

#### **4.4. Hard Copy Official Transcripts**

4.4.1. Transcripts shall be considered official if they are:

- A. Printed on security paper, and authorized by the Office of the Registrar
- B. Sealed in an envelope that is stamped with the Official George Brown College stamp

#### **4.5. Electronic Official Transcripts**

4.5.1. Are exchanged through Ontario Colleges and Universities and can be requested through [Ontariocolleges.ca](http://Ontariocolleges.ca) or the Ontario University Application Centre.

4.5.2. Electronic Official transcripts can be ordered through the George Brown Records Portal.

4.6. There is a fee associated with every request for an Official Transcript.

4.7. Unofficial transcripts are available through STU-VIEW

5. Release of demographic and academic records is governed by the Freedom of Information and Protection of Privacy act of Ontario.

#### **6. Holds and Student Records**

When a student has an active financial, equipment, library, residence, or Registrar's hold on their account, no student records will be released.

#### **7. Retention of Student Records**

All student related documentation that is received by the College is archived and kept on record for 55 years. Only records issued by George Brown College can be re-issued to the student. (e.g. student records received from another institution as part of the admissions process cannot be re-issued to the student, as George Brown College cannot issue official documents on behalf of another institution).

#### **8. Disciplinary Records**

Students who contravene the College's regulations or commit offences against persons or property may incur a suspension, expulsion, or enrolment refusal. A hold may be placed on the student's records as a result, and it will become part of the student's record.