

Pennsylvania College of Technology

Policy Statement

Title: Grade Reports/Transcripts

Number: P 4.29

Approved by:
Presidential Action

Approved Date: 04/1983

Implementation Date:

Last Review Date: 03/2022

Last Revision Date: 03/2022

Persons/Departments Affected:

All students, past and current, including alumni

Responsible Department:

Registrar's Office

Definitions:

Official transcript: Documentation of a student's permanent academic record that is printed on official transcript paper and bears the College seal, date, and signature of the Registrar. Electronic transcripts are considered official when delivered securely through Parchment.

Unofficial transcript: Documentation of a student's permanent academic record that is printed on plain paper, and does not bear the College seal, date, or signature of the Registrar. Unofficial transcripts are viewable in the Student Information System (SIS).

Full-term courses – courses that run the full duration of a 16-week semester.

Policy:

- I. Grade Reports
 - A. All mid-term and final grades must be issued from the Registrar's Office, where student records are maintained.
 - B. Mid-term academic progress grades are advisory only and not recorded on transcripts. They are issued only once per semester and apply only to full-term courses.
 - C. Mid-term and final grades are available via the Student Information System (SIS) through the "View Grades" option. To protect student privacy, grades are not mailed to the student's official (permanent) mailing address unless indicated by the student through the "Change Student Preference" option on the SIS.

- D. Final grade reports will include all coursework completed for a specific semester.
- E. To protect the confidentiality of the student's records and in compliance with federal law, no grades will be given over the phone. The grade report can be issued only to the student or to an outside agent at the student's request and in accordance with the preferences indicated on the SIS.

II. Transcripts

- A. Penn College transcripts include name and address; Penn College ID or Social Security number (full SSNs are only included for transcripts from 1979 or earlier); all completed coursework; listing of earned degrees, certificates, minors, immersions, and honors; and GPAs.
- B. Unofficial transcripts are available to the student through the "View Unofficial Transcript" option on the SIS. [Procedure 4.29](#).
- C. Official transcripts are only mailed directly from Penn College to the designated third party upon request, as outlined in related [Procedure 4.29](#).

III. Impact of Holds

- A. In accordance with [Policy 4.24](#), students with holds on their records for an unpaid tuition balance, unpaid fines, incomplete judicial sanctions or borrowed books, tools, or equipment that have not been returned will not be issued an official final grade report nor have their transcripts released to anyone outside the College except to contract funded agencies upon approval from the student and law enforcement agencies.

Revision History:

- Date: 03/2022 Revision to language and process
- Date: 08/2017 Revision to language and addition of cross reference to P 4.24
- Date: 03/2012 Overall revisions to reflect current practices; incorporated language from Policy 5.22, Transcripts, which was retired.
- Date: 12/2001; 11/1999

Cross References:

- Grade Reports/Transcripts Procedure, [PR 4.29](#)
- Withholding Grades, Diplomas and Records Policy, [P4.24](#)