

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Grade Reports/Transcripts

**Number:** PR 4.29

**Approved by:**  
Presidential Action

**Approved Date:** 09/1983

**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).

**Procedure:**

I. Mid-term Grades

A. Registrar's Office:

1. Communicates with faculty when mid-term grades are due.

B. Faculty:

1. Via the online grading system on the Employee Information System (EIS), indicate which students are making satisfactory or unsatisfactory progress by indicating "P" (passing), "D" (deficient), or "F" (failing).

C. Registrar's Office:

1. Posts mid-term grades to the Student Information System (SIS) and mail grade reports to students who have chosen that method of delivery via SIS's Change Student Preferences option.

II. Final Grades

A. Registrar's Office:

1. Removes student access to SIS options View Grades and Graduation Audit/Profile at the beginning of finals week to allow for grade submission and processing.
2. Communicates with faculty when final grades are due.

B. Faculty:

1. Via the online grading system on EIS, enter final grades for each student.
2. Unless a grade of "W" or "AU" has been previously issued, the appropriate grade is issued.
3. For grades submitted late or submitted improperly (roster not posted, individual name overlooked, last date of attendance for "F" grade not submitted, etc.), faculty must complete and submit to the Registrar's office a "grade change" on a *Grade Change Form*, with all signatures, for each individual student. (Until this is done, the grade report will display an "X" grade.)
4. Faculty must be available by telephone to respond to questions or problems relating to grade submission (see section 13.01 C of the PCEA Agreement),

C. Registrar's Office:

1. Enables access to SIS options View Grades and Graduation Audit/Profile approximately one week after the conclusion of the semester.
2. Posts final grades (except "holds" as outlined in [Policy 4.24](#)) to SIS and mail grade reports to students who have chosen that method of delivery via SIS's Change Student Preferences option.

### III. Transcripts

#### A. Students

1. Request official transcript through SIS or by visiting the Registrar's website. SIS and Registrar's website link to Parchment who has been appointed as the designated agent for processing and sending all official transcripts.
2. View and print unofficial transcripts through the "View My Unofficial Transcript" option on the SIS.
3. Transcripts must be requested by the student. Transcript requests will not be released to parents or third parties without a student's permission, except in the case of subpoena or law enforcement directive.

#### B. Registrar's Office

1. Checks student's record for grade holds. All grade holds must be cleared from the student's record before official transcripts can be released.

#### **Revision History:**

Date: 03/2022 Revision to language and process

Date: 08/2017 Revision to language and addition of cross reference to P4.24

Date: 03/2012 Overall revisions to reflect current practices

Date: 12/2001

#### **Cross References:**

Grade Reports/Transcripts Policy, [P 4.29](#)

Withholding Grades, Diplomas, and Records, [P 4.24](#)