

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: 11/2024
Last Revision Date: 11/2024

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 Portal.

Procedure:

I. Mid-term Grades

A. Registrar's Office:

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

B. Faculty:

1. Via the Faculty Portal, enter the mid-term grade for each student enrolled in 16-week courses.

C. Registrar's Office:

1. Posts mid-term grades to the Student Portal.

II. Final Grades

A. Registrar's Office:

1. Restricts student access to final grades on Student Portal until end-of-semester processes are complete.
2. Communicates with faculty when final grades are due.

B. Faculty:

1. Via the Faculty Portal, 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, 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.
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),

III. Transcripts

A. Students

1. Request official transcript through the Student Portal or by visiting the Registrar's website. The Student Portal 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 Student Portal.
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.

Revision History:

- Date: 11/2024 Updated to reflect new procedures associated with student information system conversion; added cross reference to P 4.37
- 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
- Date: 12/2001

Cross References:

- Withholding Diplomas Policy, [P 4.24](#)
- Grade Reports/Transcripts Policy, [P 4.29](#)
- Grading System and Grade-Point Average Policy, [P 4.37](#)