

INVESTING *in the* **FUTURE**

of **HIGHER EDUCATION**

NINETY-EIGHTH

ANNUAL MEETING

 **AACRAO**

PHILADELPHIA APRIL 1-4, 2012

AACRAO's Academic Record & Transcript Guide

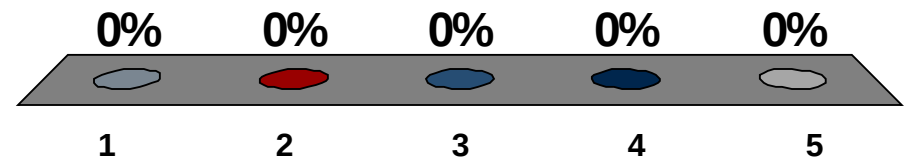
Monday, 1:15 p.m.

Session ID: 056

- Convener:** **Susan Nelson**
University of Medicine and Dentistry of New Jersey
- Presenters:** **Julie Ferguson, UMDNJ-New Jersey Medical School**
Wendy Kilgore, ACCRAO Consulting
Jerry Montag, Grand Valley State University
John Stewart, Miami-Dade (retired)
Susan Van Voorhis, Univ. of Minnesota-Twin Cities

Who is in the audience today?

1. Registrar types
2. Admission folks
3. Student Affairs peeps
4. Academic Affairs officers
5. Conference crashers



Session objectives:

- ❑ Introduce the Guide as a record-keeping and transcript resource
 - ❑ Discuss best practices when evaluating your database, transcript, and policies
 - ❑ Identify and discuss current record-keeping “hot” topics
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Database vs. Transcript

Historically, one and the same

- ❑ Common curriculum
- ❑ Ledgers for rosters, student info

Early 20th century differences began to emerge:

- ❑ Elective courses
- ❑ Majors, minors
- ❑ Individualized records

Mid 20th century – fully separate

- ❑ Advent of photocopying
 - ❑ Selective data provided
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Classification of Elements

- ❑ Essential
- ❑ Recommended
- ❑ Optional
- ❑ Not Recommended

Often different for database vs. transcript

Transcript Key

- ❏ Essential elements
 - Institution information
 - Calendar system
 - Grading system
 - GPA calculation
 - Course numbering scheme
 - Security of record/paper/signature
 - FERPA re-disclosure statement
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Transcript Key (continued)



Optional

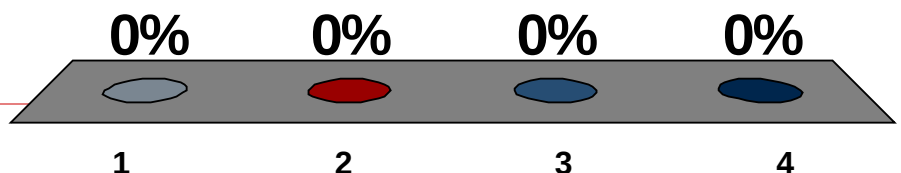
- Codes and abbreviations used
 - Policy on probation/suspension/dismissal information
 - Requirements for honors
 - Consortium agreements
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Current Issues

Disciplinary Actions

Do you reflect disciplinary and/or academic actions on your official transcript?

1. We only reflect academic actions
2. We only reflect disciplinary actions
3. We reflect **both** academic and disciplinary actions
4. We do not reflect **any** academic or disciplinary actions



Current Issues

Disciplinary Actions

- ❑ Academic standing annotations
 - ❑ Prerogative of the institution – consider historical practice and culture

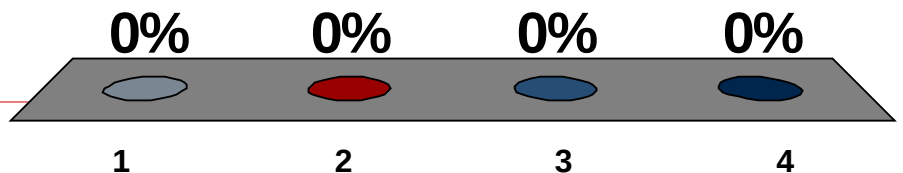
 - ❑ Disciplinary annotations
 - ❑ Not recommended. Why?
 - Insufficient information available to recipient
 - Annotation is subject to misinterpretation; could be punitive
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Current Issues

- ❑ Use of Social Security Numbers
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Which option is the only recommended use of a student's SSN?

1. As the number on a student ID card
2. As a student identifier on the official transcript
3. As the secondary identifier in the student database
4. As the primary identifier in your database



Current Issues

Name Changes

■ Current students

- ❑ Should be granted the opportunity to change their names on institutional records upon production of legal evidence

■ Former students

- ❑ Should not change name on the official transcript or diploma unless presented with court-order
 - ❑ You may update your database with the new name for cross-referencing purposes
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Current Issues

Gender Change

- ❑ Certified copy of a court order specifying that a gender change is underway is required to change a student's record
 - ❑ Always consult legal counsel regarding state law(s)!
 - ❑ If the record is changed, no evidence of the change should be included on the record
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Transcript Services

- ❏ Institutional Policy
 - Turn-around time
 - ❏ Custodian of record for closed institutions
 - ❏ Unified transcript for more than one degree/program
 - ❏ Security features for paper copies
 - Registrar's signature
 - Embossed or electronic seal
 - Date of issue
 - Description of transcript
 - Notation of to whom the transcript was released
 - ❏ Withholding Transcripts
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Have you ever taken receipt of a fraudulent transcript or been contacted because your transcript was misrepresented?

1. Yes, I have received a fraudulent transcript.
2. Yes, I have been contacted about a misrepresentation of our transcript.
3. I have dealt with both of the above situations.
4. Fortunately, I have never had to deal with either of these issues!

0%



Transcript Fraud and Record Security

- ❑ Outgoing transcript guidelines
 - Print on security paper; limit printing of unofficial copies
 - Send in official envelope
 - Represent when transcript is issued to student
 - ❑ Incoming transcript guidelines
 - Verify condition of transcript when received
 - Scrutinize transcript data elements
 - ❑ Staff responsibilities for records
 - Ongoing training
 - Login security
 - Affidavits
 - Internal Audits
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Appendices

- ❑ Surveys
 - Current Practices
 - Opinions on Best Practices
 - ❑ Self Audit
 - ❑ Nontraditional Entries
 - ❑ Fraud Prevention Guidelines
 - ❑ Sample Transcript & Key
 - ❑ Evolution of Guide
 - ❑ Glossary
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Questions/Discussion?

Thank you!

Please fill out an evaluation form
Session ID: 056

