

BOUCHER INSTITUTE POLICY

Policy Title: Transcript Policy

Date of Initial Board Approval: October 20, 2016

Date of Last Approved Revision:

Person(s) Responsible for Implementation & Adherence: Registrar

Related Procedures: Student Content and Retrieval Procedure

Boucher Institute transcripts are the official record of a student's completion of course and program requirements.

Graduate transcripts are stored in a secure offsite archiving facility as per the Ministry of Advanced Education requirements. Official transcripts are on secure encrypted paper that bears the school seal, the registrar's signature, the date of issue, along with student name and ID.

Transcripts are issued only with the student's legal name under which they registered at the Boucher Institute. To have a transcript issued under another name, proof of legal name change or a marriage certificate must be provided. One official transcript is provided for free upon graduation.

- Transcripts will not be released to a third party without written consent from the student or alumni
- Direct requests for transcript will be provided for a nominal fee
- Unofficial or advising transcripts are sent from the Registrar's office as PDFs but do not bear the registrar's signature or official legend.
- In-progress transcripts, within reason, are provided during a student's enrolment for applications of residencies or external funding