

Transcripts

Policy Number: 215

Categorized: [Academic Policies](#)

Responsible Office: Chief Academic Officer

Subject: What is included on the official transcript

Related Policies: [Repeating a Course](#), [Disciplinary Transcript Notations](#), [Student Records \(FERPA\)](#), [Academic Renewal](#)

Procedures: See below.

Additional Information:

Effective Date:

Last Reviewed Date: 06/23/2020

1. Scope

Transcripts are maintained for all credit students.

2. Policy Statement

The transcript is an official record of a student's work, showing courses taken and grades achieved. In accord with guidelines set up by the American Association of Collegiate Registrars and Admissions Officers, the Northern Virginia Community College transcript includes:

- a. All courses taken by the student at NOVA, including the course number, the course title, the hours attempted, the hours completed, and grade for each course. Course section shall be optional;
- b. All courses in which the student is currently enrolled (if any);
- c. The credits transferred from other institutions, including the number of credit hours given;
- d. Any credit for prior learning applied;
- e. The student's ID number;
- f. The Academic Program and Plan;
- g. A grade point average for each semester attended;
- h. The cumulative grade point average and plan grade point average of the student; and
- i. Academic action taken against the student including academic probation, suspension, and dismissal.
- j. Degrees, diplomas, certificates, honors.

Disciplinary notations may be included on the transcript in accord with the [Disciplinary Transcript Notation Policy](#).

3. Definitions

Academic program: an associate degree with its own curriculum code and all related specializations, certificates, and career studies certificates.

Academic plan: the student's "major".

Transcript: an official record of a student's work, showing courses taken, credits earned and grades achieved.

4. Procedures

- a. Official NOVA transcripts (paper or electronic) can be ordered through Parchment eTranscript Service for a fee. Transcripts will be sent electronically within 24-48 hours, or students can request a paper copy for an additional fee. See instructions at <http://www.nvcc.edu/transcripts/index.html>.
- b. Students may print their own unofficial transcript through MyNOVA.

5. Authority

VCCS Policy 6.2.5 Student Permanent Records