

ADMINISTRATIVE PROCEDURE

ACAD - 5

Post-Graduation Transcript Revisions

Number: ACAD-5	Name: Post-Graduation Transcript Revisions
Purpose: The purpose of this procedure is to outline the circumstances in which a transcript may be changed or updated after a student has graduated.	
Responsible Unit: Office of the Registrar, Academic Affairs	
Approved by: Provost and Senior Vice President for Academic Affairs	Approval Date:

1. Scope: This administrative procedure applies to all Marshall University transcripts under the purview of the Marshall University Office of the Registrar.
 - 1.1 Baccalaureate Degree Transcripts
 - 1.2 Associate Degree Transcripts
 - 1.2 Undergraduate Certificate Transcripts
 - 1.3 Graduate Transcripts
 - 1.4 Graduate Certificate Transcripts
 - 1.5 Professional Degree Transcripts
 - 1.6 Other – Any other official transcript created by the Office of the Registrar recognizing a student’s completion of an academic credential awarded by Marshall University.

2. Transcripts are “sealed” after a degree or credential has been awarded and applied to a student’s academic record. However, in certain circumstances, a sealed record may be opened for specific purposes, including:

2.1 Instructor reports a grading error.

2.2 An incomplete grade is resolved.

2.3 A student successfully appeals a grade.

2.4 Administrative or clerical error.

3. Recalculation of the Grade Point Average (GPA)

3.1 In cases where a grade is changed due to circumstances allowed in Item 2, the official Marshall University GPA and Overall GPA will be recalculated. The recalculated GPA will be the official GPA.

3.2 In cases of an administrative or clerical error, the GPA will be recalculated if the error involved the misreporting of a course or course grade. The recalculated GPA will be the official GPA.

3.3 If the administrative or clerical error does not involve a course or course grade, the GPA will not be recalculated.

4. Notification of Transcript Revision

4.1 The student will be notified using the contact information on file that a revision has been made to their official transcript

4.2 If the student has paid for the transcript to be sent to another agency (school, employer, scholarship agency, or other) in the last twelve (12) months, the student may request that a second copy of the transcript be provided to the requested agency (or agencies) at no additional cost.

4.3 After a correction is made to an unsealed record, any subsequent transcript requests will require payment of the standard fee for official transcripts.