

Academic Transcripts

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Description	This policy details the notations recorded on Academic Transcripts for the purpose of describing student achievement and progress.

Related documents

[Academic Awards, Programs, Nomenclature and Abbreviations](#)
[Academic Misconduct Policy – Higher Degree Research Candidates](#)
[Academic Standing, Progression and Exclusion Policy](#)
[Bachelor Honours Degree \(AQF Level 8\) Policy](#)
[Credit and Recognition of Prior Learning](#)
[Certificates and Non Award Students Guidelines](#)
[Fees and Charges Policy - Schedule I: Administrative and Miscellaneous Charges](#)
[Griffith Award for Academic Excellence](#)
[Griffith Honours College Policy](#)
[Higher Degree Research Policy](#)
[Inability to Complete Required Components of Professional Qualification](#)
[Student Academic Misconduct Policy](#)
[Student Misconduct Policy](#)
[Structure and Requirements of Qualifications Awarded by Griffith University](#)

[\[Academic Transcript Types\]](#) [\[Recording Information on Academic Transcripts\]](#) [\[Academic Standing\]](#) [\[Credit and Recognition of Prior Learning\]](#) [\[Disciplinary Decisions\]](#) [\[Award of Excellence in the Research Thesis\]](#) [\[Griffith Award for Academic Excellence\]](#) [\[Griffith Honours College\]](#) [\[Variation to Program Requirements\]](#) [\[Completion of Course and Program Requirements\]](#) [\[Appendix A Notations on Academic Transcripts\]](#)

1. ACADEMIC TRANSCRIPT TYPES

An academic transcript is the record of a student's enrolment in an accredited qualification or a course and is issued by the University.

Two types of academic transcripts are issued to graduates on conferral of their award:

- an Official Academic Transcript which is the record of all programs and courses in which they had enrolled at Griffith, the enrolment status in each program, credit awarded, the grade obtained for each course and their cumulative career and program GPAs;
- an award specific transcript including a program GPA which is provided as Section 4 Graduate's Academic Achievements as part of the Australian Higher Education Graduation Statement (AHEGS).

Non-award students receive an Official Academic Transcript of their grades. An Official Academic Transcript is issued as a statement of attainment to students, at their request, who have recorded a grade in at least one course in which they were enrolled at the University.

During their studies students are provided with:

- an Unofficial Academic Transcript for the purpose of managing their studies. The Unofficial Academic Transcript comprises a record of all programs and courses in which the student had enrolled and is currently enrolled in at Griffith University, the enrolment status in each program, credit awarded, the grade obtained for each course, GPAs (career and program), administrative grades and notations.

2. RECORDING INFORMATION ON ACADEMIC TRANSCRIPTS

The academic transcript is a record of the student's enrolment at the University, and any notation recorded is for the purpose of describing the student's achievement and progress. Notations in relation to the following may be recorded:

- Academic Standing – pre-2015 academic standing notations related to exclusion recorded on Official Academic Transcript, from 2015 all academic standing notations recorded on Unofficial Academic Transcript.
- Credit and Recognition of Prior Learning – pre-2015 text notations related to credit recorded on Official Academic Transcript, from 2015 credit is no longer recorded as a text notation on the academic transcript.
- Disciplinary Decisions – penalty of exclusion for disciplinary reasons recorded on Official Academic Transcript, other disciplinary penalties recorded on Unofficial Academic Transcript.
- Award of Excellence in the Research Thesis – recorded on Official Academic Transcript.
- Griffith Award for Academic Excellence – recorded on Official Academic Transcript.
- Griffith Honours College - recorded on Official Academic Transcript.
- Revocation of an Academic Award - recorded on Official Academic Transcript.
- Variations to program requirements – recorded on Official Academic Transcript.
- Completion of program requirements - recorded on Official Academic Transcript.

All notations printed on the Official Academic Transcript will also appear on the Unofficial academic transcripts.

3. ACADEMIC STANDING

In accordance with the University's *Academic Standing, Progression and Exclusion Policy*, a number of academic standing status (Blue, Amber or Red) notations are recorded on the student's Unofficial Academic Transcript. A complete list of academic standing notations is included in [Appendix A](#).

Academic standing notations, including those for exclusion:

- Exclusion for failing a course three times
- Exclusion for designated course failure
- Exclusion for academic reasons

are recorded on a student's Unofficial Academic Transcript during their period of enrolment and retained for a period of five years after the student has graduated or terminated their enrolment with the University.

In accordance with the *Inability to Complete Required Components of Professional Qualification Policy* a student's enrolment in a professional program will be terminated on the basis that the restriction against the student undertaking professional practice is long term and broadly applicable to the professional practice components of the program, such that the student is unable to complete the requirements of the program. In such cases a noting will be placed on the student's Unofficial Academic Transcript and retained for a period of five years from the date of termination.

In accordance with the *Bachelor Honours Degree (AQF Level 8) Policy*, a student's enrolment in the end-on honours program will be cancelled and honours candidature terminated on the basis of a fail grade for a coursework course or the Honours dissertation. In such cases a noting will be placed on the candidate's Unofficial Academic Transcript and retained for a period of five years from the date of termination.

In accordance with the University's *Higher Degree Research Policy* candidature may be terminated due to unsatisfactory progress and in such cases a noting will be placed on the candidate's Unofficial Academic Transcript and retained for a period of five years from the date of termination.

All academic standing notations applied to a student are recorded and retained on the Student System in perpetuity for administrative use by the University.

4. CREDIT AND RECOGNITION OF PRIOR LEARNING

From 2015 the award of credit under the *Credit and Recognition of Prior Learning Policy* will use PeopleSoft Transfer Credit Rules allowing courses and grades for which credit has been awarded to be displayed on the Official Academic Transcript. If text notations are required in relation to credit they are recorded on the student's file and not displayed on the academic transcript.

5. DISCIPLINARY DECISIONS

Penalties may be imposed upon a student under the *Student Academic Misconduct Policy*, *Academic Misconduct Policy – Higher Degree Research Candidates* or *Student Misconduct Policy*. A complete list of penalties is included in [Appendix A](#). Where a penalty of exclusion for disciplinary reasons is imposed, the student's Official Academic Transcript will bear the notation:

'excluded from the University on (date) for disciplinary reasons'

Students excluded on disciplinary grounds may apply for readmission to the Deputy Vice Chancellor (Academic), via lodgement of a [Request for Readmission form](#) with a Student Centre, three years from the date specified in the notation on the Official Academic Transcript. On their readmission the noting shall be removed from the Official Academic Transcript and be retained on their Unofficial Academic Transcript for a period of five (5) years after the student has graduated or terminated their enrolment with the University.

Students excluded on disciplinary grounds may apply to have the notation removed from their Official Academic Transcript ten (10) years from the date specified in the notation. An [Application for Removal of Exclusion \(Disciplinary\) Noting from Transcript](#) is to be made to the Deputy Vice Chancellor (Academic) via its lodgement with a Student Centre.

In determining whether the notation is to be removed the following facts are to be taken into account:

- the nature and seriousness of the misconduct leading to disciplinary action
- the circumstances surrounding the misconduct
- the outcomes of applications for readmission
- if relevant, the professional requirements of the program from which the applicant was excluded.

If a student's application is successful, the notation will be removed from the Official Academic Transcript. However the student's disciplinary record will be maintained by the University permanently for internal use only.

The decision of the Deputy Vice Chancellor (Academic) is final and there is no right of appeal against the decision.

6. AWARD OF EXCELLENCE IN THE RESEARCH THESIS

In accordance with the University's *Higher Degree Research* policy the award is issued as a notation on the Official Academic Transcript. The student's Official Academic Transcript will bear the notation:

'Award of Excellence in the Research Thesis'

7. GRIFFITH AWARD FOR ACADEMIC EXCELLENCE

In accordance with the University's *Griffith Award for Academic Excellence* policy the award is issued as a notation on the Official Academic Transcript. The student's Official Academic Transcript will bear the notation:

'Griffith Award for Academic Excellence Year X' or

'Griffith Award for Academic Excellence Year X – Year Y'

8. GRIFFITH HONOURS COLLEGE

Griffith Honours College members as defined in the *Griffith Honours College* policy graduating with a minimum cumulative career GPA of 5.5 or higher shall have the following notation on their Official Academic Transcript:

'Griffith Honours College Scholar (Academic Excellence, Leadership and Community Engagement)'

and the following notation on their award specific transcript as part of the Australian Higher Education Graduation Statement (AHEGS):

'Griffith Honours College Scholar'

9. REVOCATION OF AN ACADEMIC AWARD

Where the Council in accordance with Section 14 of the *Academic Awards, Programs, Nomenclature and Abbreviations* policy decides to revoke an academic award that has been conferred the following notation shall appear on the Official Academic Transcript:

'The award was revoked on (date)'

10. VARIATION TO PROGRAM REQUIREMENTS

Variations to program requirements may be approved in certain exceptional circumstances by the relevant Dean in accordance with the *Structure and Requirements of Qualifications Awarded by Griffith University* policy. Where a student of their own volition requests a change or variation to their program requirements the Official Academic Transcript shall bear the following notation:

'Approval for the degree to be awarded on the basis of a variation to the courses required for completion of the degree requirements'.

Where a student of their own volition requests substitution of a core course with another course, the Official Academic Transcript shall bear the notation:

'Approval granted to substitute (insert course code & title) with (insert course code & title)'.

11. COMPLETION OF COURSE AND PROGRAM REQUIREMENTS

Following the successful completion of the course Prescribing for Midwives, the student's official academic transcript shall bear the following notation:

'Successfully completed the requirements of Prescribing for Midwives'

Following the award of final grades for a semester/trimester¹/teaching period the academic records of all completing students are reviewed to check the requirements for a program as specified on the Programs and Courses website are complete. On determining the program requirements are complete the student is deemed to be eligible to graduate and the student's official academic transcript shall bear the following notation:

'Successfully completed the requirements of the program';

at the end of each program in which they have been enrolled and completed at the University.

The Bachelor of Nursing/Graduate Certificate in Paediatric Nursing program is an exception, with the student's official academic transcript bearing two notations. Following successful completion of the requirements to be registered as a nurse the following notation shall be placed on the student's official academic transcript:

'Successfully completed the requirements of the Bachelor of Nursing component of this program';

and on the subsequent completion of the requirements for the Bachelor of Nursing/Graduate Certificate in Paediatric Nursing program the student's official academic transcript shall bear the following notation:

'Successfully completed the requirements of the program';

APPENDIX A - NOTATIONS ON ACADEMIC TRANSCRIPTS

Notation on Academic Transcript	Explanation	Noting Recorded on This Type of Transcript
ACADEMIC STANDING		
Blue Academic Standing Status	Low risk to maintenance of good academic standing status due to: <ul style="list-style-type: none">cumulative GPA above 3.5 but faces being given an academic standing status of Amber if performance fails to improve	Unofficial
Amber Academic Standing Status	Medium risk to maintenance of good academic standing status due to: <ul style="list-style-type: none">cumulative GPA is below 3.5failing 50% or more of the credit points in which student is enrolled in the semester/trimester¹failing a course twicefailing a designated course	Unofficial

¹ Prior to 2017 the academic year comprised two standard semesters - [Semester 1](#) and [2](#), as designated in the University's Academic Calendar. From 2017 the academic year is comprised of [three trimesters](#).

Red Academic Standing Status	Student under consideration for exclusion for academic reasons due to: <ul style="list-style-type: none"> ▪ cumulative GPA is below 3.5 and student has been assessed as having an academic standing status of Amber at least once in their current academic career ▪ failing the same course three times ▪ failing a designated course 	Unofficial
Excluded for Failing Course Three Times	Excluded for failing a course 3 times or more	Unofficial
Excluded for Academic Reasons	Excluded for academic reasons	Unofficial
Excluded for Designated Course Failure	Excluded for failing a designated course	Unofficial
DISCIPLINARY NOTATIONS		
Suspension from the University from X-Y	Suspended for Disciplinary Reasons	Unofficial
Probationary Enrolment from X-Y	Probationary Enrolment for Disciplinary Reasons	Unofficial
Excluded for Disciplinary Reasons	Excluded for Disciplinary Reasons	Official
TERMINATION OF ENROLMENT OR CANDIDATURE		
Enrolment terminated [date]	Termination of enrolment under the Inability to Complete Required Components of Professional Qualifications	Unofficial
Candidature terminated [date]	Termination of candidature under the <i>Bachelor Honours Degree (AQF Level 8) Policy</i>	Unofficial
Candidature terminated [date]	Termination of candidature under the <i>Higher Degree Research Policy</i>	Unofficial
AWARDS AND ACHIEVEMENTS		
Award of Excellence in the Research Thesis	Awarded under the <i>Higher Degree Research Policy</i>	Official
Griffith Award for Academic Excellence Year	Awarded under the <i>Griffith Award for Academic Excellence Policy</i>	Official
Griffith Award for Academic Excellence Year X – Year Y	Awarded under the <i>Griffith Award for Academic Excellence Policy</i>	Official
Griffith Honours College Scholar (Academic Excellence, Leadership and Community Engagement)	Honours College members graduating with a minimum cumulative career GPA of 5.5 or higher will have this notation on their Official Academic Transcript	Official
REVOCATION OF AN AWARD		
The award was revoked on (date)	Revocation of an award by the University Council under the <i>Academic Awards, Programs, Nomenclature and Abbreviations Policy</i>	Official
VARIATIONS TO PROGRAM REQUIREMENTS		
Approval for the degree to be awarded on the basis of a variation to the courses required for completion of the degree requirements	Student has requested a variation to the requirements of their degree	Official
Approval granted to substitute (insert course code & title) with (insert course code & title)	Student has requested substitution of a core course with another course	Official

COMPLETION OF COURSE AND PROGRAM REQUIREMENTS		
Successfully completed the requirements of Prescribing for Midwives	Student has successfully completed the course Prescribing for Midwives as a single course of study or as part of an award program.	Official
Successfully completed the requirements of the program	Student has met the requirements of the program and is eligible to graduate.	Official
Successfully completed the requirements of the Bachelor of Nursing component of this program	Student has met the requirements to be registered as a nurse.	Official