

## **Transcript - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 The academic transcript adheres to the guidelines and procedures followed by the university in issuing academic documents.
- 1.2 This document contains policies and procedures concerning various aspects of student academic records. It covers the content of academic records, the confidentiality of such records, student access to academic records, academic transcripts, other academic records, the Student Information System, as well as non-academic student records.
- 1.3 This provision pertains to confidential records held exclusively by AUIB, supervisory, and administrative personnel.

### **2.0 Scope**

- 2.1 This policy is inclusive and applies to past and current AUIB students, AUIB Alumni, as well as all academic and related administrative units within the University.
- 2.2 The university is responsible for maintaining comprehensive records, as it relate to its students, which serve to document their academic progress and achievements.
- 2.3 Transcript encompasses a wide range of information, including, but not limited to, permanent and local address, admissions records, enrollment status, course grades, cumulative and term GPAs, credit load, quality points, course codes, and academic standing.

### **3.0 Definitions**

- 3.1 Academic transcript - serves as a permanent record of a student's academic history. This record contains the student's academic performance and progress.
- 3.2 Official transcript - an official transcript can be requested by or provided to a current or former student and is issued by the AUIB as this serves as an authorized document. This document bears the signature of the University Registrar and the institution's logo. An official transcript may be sent directly to a third party or to the student.
- 3.3 Unofficial transcript - An unofficial transcript may be generated for internal use and issued to the requestor directly.

### **4.0 Policy**

- 4.1 The academic transcript is considered as an official record, carrying the endorsement of the authorized personnel at AUIB. It provides evidence of the academic progress and history of students.
- 4.2 Official transcripts will be issued only by the Registrar's Office or a designated authority responsible for maintaining student records.

- 4.3 Students may obtain transcripts of their academic history from the Registrar's Office. A request for a transcript must be initiated by the student only.
- 4.4 The university may charge a reasonable fee for each official transcript requested, as determined by the university administration.
- 4.5 A copy of the student's transcript is issued by the Ministry of Higher Education and Scientific Research regulations and the University's policy on the confidentiality of releasing student records.
- 4.6 Transcripts will be processed within a reasonable time frame, typically within five (5) business days on receipt of a complete and valid request with proof of payment.
- 4.7 Earned grades and credits are permanent and cannot be removed from the transcript or omitted from it.
- 4.8 Transfer credits may be posted to the academic transcript in accordance with the University's Transfer Credit Policy.
- 4.9 Transcripts will include security features to prevent tampering or forgery.
- 4.9.1 Each official transcript will bear the official seal of AUIB and the Registrar's signature or other designated authority.
  - 4.9.2 Electronic transcripts will be transmitted securely through a trusted and encrypted system.
- 4.10 Access to a student's transcript will be restricted to authorized university personnel and parties explicitly authorized by the student in writing.
- 4.11 Official Transcripts are retained permanently as outlined in the university Records and Retention Management policy.
- 4.12 Students who identify errors or inaccuracies on their official transcripts must notify the Registrar's Office promptly in writing.
- 4.12.1 Electronic transcripts will be transmitted securely through a trusted and encrypted system.
  - 4.12.2 The university will investigate reported errors and, if necessary, make the appropriate corrections with proper documentation.
- 4.13 AUIB will facilitate the transfer of official transcripts to other educational institutions or employers upon a student's request, following established transfer protocols.

## **5.0 Procedures**

- 5.1 The Registrar's Office holds the primary authority for the Transcript Policy. This office is responsible for maintaining student academic records, issuing official transcripts, and ensuring the integrity and confidentiality of academic information.

5.2 The Academic Affairs Office oversees academic policies and procedures, including those related to transcripts. They ensure that transcript policies align with the university's academic mission and standards.

**Request Methods**

5.2.1 Online request - the preferred method, accessible through the student information system (SIS). This method allows for faster processing time.

5.2.2 In-person request - students or alumni can visit the Registrar's Office in person during regular business hours to complete a Transcript Request Form.

5.2.3 E-mail request - for alumni or students who cannot access the online system, requests can be made by sending a completed transcript request form via e-mail to the Registrar's Office at registrar@auib.edu.iq.

5.3 To ensure the confidentiality and security of student records, students are required to provide their campus ID number and to present a valid ID card or other relevant documentation when making an in-person request.

5.4 Once the quality assurance process is successfully completed, the official academic transcript will be delivered via courier service or available for pickup in person.

5.5 AUIB will facilitate the transfer of official transcripts to other educational institutions or employers upon a student's request. Students must indicate the recipient on the transcript request form or online portal, along with the required postal delivery information.

**Related Policies and Documents**

Archiving Policy

Academic Sanctions for Students with Outstanding University Obligations Policy

Appeals Policy

Confidentiality and Privacy

Holds on University Records Policy

Records and Retention Policy

Statement Concerning Changes to Student Personal Information Policy

Student Records Management Policy

Transcript Request Form

Tuition and Fees Policy