
Number:	Org-4225
Key Process:	4200 - Registration and Client Services
Edition:	2009-06-26
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Title:	Transcript of Marks

GUIDING PRINCIPLE

The transcript of marks faithfully reflects the history of the student's academic progress. Thus, the New Brunswick Community College / Collège communautaire du Nouveau-Brunswick (NBCC/CCNB) is responsible for issuing a transcript of marks whose reliability is based on the integrity and authenticity of the document.

POLICY STATEMENT

The transcript of marks is considered official when it is in compliance with the following authentication criteria:

- It is transmitted directly from institution to institution
- It contains the seal and the registrar's signature;

The format, content, and the grading system are uniform and apply to all transcripts of marks issued by the NBCC/CCNB.

The fee for every written request for an official transcript of marks, also standard, and is set at 5\$ per request.

DEFINITIONS

- [Credit](#)
- [Transcript of marks](#)

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
Org-4303	Course Pass Mark	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-4214	Prior Learning Recognition (PLR)	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-4225.002	Transcript of Marks	Procedures	Provincial Management Representative		Assistant Deputy Minister

APPROVAL: *by designated authority via the Integrated Document Management System (IDMS)*

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