



POLICY TITLE: **Student Records and Transcripts Policy**

POLICY CATEGORY: ACADEMIC

POLICY NUMBER:

POLICY OWNER: Registrar and Associate Vice-President, Strategic Enrolment

POLICY APPROVER: Board of Governors

APPROVAL DATE: 6/3/2026

EFFECTIVE DATE: 7/7/2015

REVIEW PERIOD: Every 5 Years

REVIEWED: 4/1/2026

REVISED: 6/3/2026

## **1. Purpose**

The purpose of this policy is to document the aspects of the student record and how it is created and maintained by the Office of the Registrar.

## **2. Scope**

This policy applies to all students at George Brown Polytechnic.

## **3. Policy**

3.1. Student records are created once a student applies to a post-secondary program or upon registering in a continuing education course. At this point a student identification number is generated and used throughout the student's time at George Brown.

3.2. The following information may be recorded in the student record:

3.2.1. Legal Name

3.2.2. Preferred Name

3.2.3. Date of birth

3.2.4. Address

3.2.5. Gender

3.2.6. Phone numbers

3.2.7. E-mail address

3.2.8. Citizenship/immigration status or Indigenous self-identification

3.2.9. Ontario Education Number

- 3.3. Information such as preferred name, address, phone number, and e-mail address can be updated through self-service student hub (STU-VIEW).
- 3.4. Requests to change other information recorded on the student record may require original or notarized copies of supporting documentation to be submitted to the Office of the Registrar.

#### **4. Admission Records**

- 4.1. Admissions records are created when a student:
  - 4.1.1. Applies to a program through [Ontariocolleges.ca](http://Ontariocolleges.ca),
  - 4.1.2. Applies to a program through the institution's Online Application System (OAS),
  - 4.1.3. Transfers programs, or is re-admitted to a program, or
  - 4.1.4. Applies through a partnership program, in which applications are processed prior to being sent to George Brown.
- 4.2. Admissions records consist of:
  - 4.2.1. All program applications and admission decisions,
  - 4.2.2. All academic and non-academic documentation provided to George Brown for the purpose of meeting admission requirements, and,
  - 4.2.3. Internal admissions and/or placement testing results.

#### **5. Registration and Enrolment Records**

- 5.1. Registration and enrolment records consist of:
  - 5.1.1. Program of study,
  - 5.1.2. List of courses on a schedule and a history of changes made to the registration record
  - 5.1.3. Tuition, fees, and payments related to courses, programs, and services.

#### **6. Academic Records**

- 6.1. Final Grades
  - 6.1.1. The Office of the Registrar only records final letter grades on the academic record.
    - 6.1.1.1. Instructors are required to submit their final grades at the end of each term according to the deadlines and the submission mechanisms established by the Office of the Registrar.
- 6.2. Promotions Meeting Decisions
  - 6.2.1. Faculties are responsible for notifying the Office of the Registrar regarding decisions affecting student status at George Brown, including:
    - 6.2.1.1. Probation, or
    - 6.2.1.2. Mandatory withdrawal.

6.3. The Office of the Registrar is responsible for making the appropriate notations on the student's academic record.

## **7. Transcript Academic Records**

7.1. A transcript is a detailed record of a student's academic history at the George Brown. Normally, a transcript consists of the following records:

- 7.1.1. Program of study
- 7.1.2. Terms of attendance
- 7.1.3. Cumulative Grade Point Average
- 7.1.4. Term Grade Point Average
- 7.1.5. Courses
- 7.1.6. Course credit value
- 7.1.7. Grade point values
- 7.1.8. Final letter grades
- 7.1.9. Modifier symbol
- 7.1.10. Any special grading symbols awarded
- 7.1.11. Program Grade Point Average (upon awarding of credential)
- 7.1.12. Graduation Status (upon awarding of credential)

### **7.2. Unofficial Transcripts**

7.2.1. Students may view and download their unofficial transcripts through the self-service student hub (STU-VIEW).

### **7.3. Official Transcripts (Electronic)**

7.3.1. The Office of the Registrar is responsible for providing the student with a copy of their official transcript when requested.

7.3.2. Electronic official transcripts are exchanged through Ontario Colleges and Universities and can be requested through [Ontariocolleges.ca](http://Ontariocolleges.ca) or the Ontario University Application Centre.

7.3.3. Electronic official transcripts can be ordered through the self-service hub (STU-VIEW).

7.3.3.1. Former students who no longer have access to the self-service hub (STU-VIEW) can order electronic official transcripts by contacting the Academic Records department.

7.3.4. George Brown uses the Canadian digital credential platform called MyCreds to issue academic documents electronically. These digital documents are certified and considered official, and can be shared securely with educational institutions, employers and other third parties.

7.3.5. There is a fee associated with every request for an official transcript.

#### **7.4. Official Transcripts (Hard Copy)**

7.4.1. Hard copy official transcripts are considered official if they are:

7.4.1.1. Printed on security paper, and authorized by the Office of the Registrar

7.4.1.2. Sealed in an envelope that is stamped with the Official George Brown College stamp

7.4.2. There is a fee associated with every request for an official transcript.

### **8. Collection and Release of Information**

8.1. George Brown collects personal information under the authority of the [Ontario Colleges of Applied Arts and Technology Act](#) and in accordance with the [Freedom of Information and Protection of Privacy Act](#). George Brown collects personal information for the purposes of administering its statutory objects and powers, programs, activities, and to carry out other services and functions. George Brown will secure personal information securely and use for such purposes as set out in the [George Brown Notice of Collection](#).

8.2. George Brown is required to disclose personal information related to its obligations as a Designated Learning Institution (DLI).

8.3. Except as authorized by applicable law, student records will not be shared with third parties without explicit consent.

### **9. Holds and Student Records**

9.1. When a student has an active financial, equipment, library, residence, or Registrar's hold on their account, no student records will be released.

### **10. Retention of Student Records**

10.1. All student related documentation that is received by George Brown is archived and kept on record for 55 years.

10.2. Only records issued by George Brown can be re-issued to the student. (e.g. student records received from another institution as part of the admissions process cannot be re-issued to the student, as George Brown cannot issue official documents on behalf of another institution).

### **11. Disciplinary Records**

11.1. Students who contravene George Brown's regulations or commit offences against persons or property may incur a suspension, expulsion, or enrolment refusal.

11.2. Where George Brown has issued a suspension, expulsion, trespass, or other measures to a student in accordance with its policies, a hold may be placed on the student's academic record and the student may not be able to register for courses, or request issuance of official documents.

11.3. A notation may be placed on the student's transcript and will become a part of the student's record.