

Monash University Procedure

Procedure Title	Academic Transcript Procedure
Parent Policy	Academic Transcript Policy
Date Effective	05-September-2013
Review Date	05-September-2016
Procedure Owner	Deputy Vice-Chancellor (Education)
Category	Academic Quality and Standards
Version Number	1.2
Content Enquiries	Education Policy Unit
Scope	This policy applies to academic transcripts for all awards, courses and units across all Monash campuses and centres.
Purpose	The policy outlines the information that is documented on a Monash University academic transcript.
PROCEDURE STATEMENT	

Access to Academic Transcripts

1. Students may request a full academic transcript or an academic transcript for an individual course at any time during or post enrolment.
2. Transcripts issued for individual courses contain a statement to advise the reader that the academic transcript is for a specified course only.

Responsibility

Monash Connect

Provision of Academic Transcripts at Graduation

3. Students will receive a free copy of their complete academic transcript at graduation, or via mail if graduating in absentia.

Responsibility

Graduations

Responsibility for implementation	Student and Education Business Services Monash Graduate Education
Status	Revised
Approval Body	Name: Academic Board Meeting: 5/15

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	Date: 09-September-2015 Agenda item: 11.4
Definitions	
Legislation Mandating Compliance	
Related Policies	
Related Documents	