

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Policy on Transcripts of Student Records
Policy Number	008
Approved by	Academic Council
Date of Original Approval	May 18, 2006
Date of Revision	July 1, 2008
Contact Office	Office of the Registrar

1.0 PREAMBLE

- 1.1 An Academic Transcript is the copy of the up to date record of a student's academic performance in the Aga Khan University, issued by the Registrar or authorized officer in the approved University format.
- 2.0 The transcript will indicate as and where appropriate and in accordance with the programme specifications.
- Name of college or faculty
 - Student name and number
 - Programme title and degree awarded with specialization
 - Period of study and date of conferment of degree
 - Course names, numbers and credits
 - Scores, grades, or a statement mentioning pass or fail for each course
 - Whether the student passed at a supplementary exam
 - Overall grade point average(s) and honours attained
 - Thesis title
- 3.0 The transcript will be provided to all students on graduation or on request at any time during the course.
- 4.0 Additional transcripts will be processed only on student request and upon payment even when the request originates from another university, and will require student's written signed consent approving the release of the transcript.
- 4.1 When requests are submitted electronically, a Personal Identification Number (PIN) will be accepted as a surrogate for a signature.
- 5.0 Transcripts will not be given unless all financial and other obligations that are due (other than future loan payments) have been cleared.
- 6.0 Transcripts will not be issued by individual departments.

- 7.0 The language of the transcript will normally be English but may vary with the location of the Unit where the University is operating.
- 8.0 The Registrar will assure appropriate means of authenticating the transcript.
- 9.0 The grading system will be explained in a narrative as required.