



TO: Committee on Academic Policy and Programs

SPONSOR: Cheryl Regehr, Vice-Provost, Academic Programs

CONTACT INFO: (416) 978-2122, vp.academicprograms@utoronto.ca

DATE: March 16, 2011 for April 5, 2011

AGENDA ITEM: 6

ITEM IDENTIFICATION: *Guidelines on Academic Transcript Notations (for information and discussion)*

JURISDICTIONAL INFORMATION: The Committee on Academic Policy and Planning has general responsibility for policy on, and for monitoring, the quality of education and the research activities of the University.

Guidelines are normally brought forward for information in conjunction with existing or new Policy.

PREVIOUS ACTION TAKEN: These *Guidelines* have been developed in line with the University of Toronto's *Grading Practices Policy* (April 9, 1998) and the *Graduate Grading and Evaluations Policy* (May 12, 2004).

CONTEXT: The *Guidelines* have been developed as an interim measure in response to significant interest expressed by a number of Faculties and Divisions in providing a mechanism for the recognition of undergraduate and graduate level academic work not directly connected with the student's completion of their degree and program of study requirements. At the same time, they are developed in response to the fact that a substantial array of free form transcript notations have emerged over the last few years.

A larger review of grading policy and transcript notations is currently underway which will include a decision about how appropriately to reference scholarships and awards on student transcripts. This latter issue is complex and so rather than delay the development of the *Guidelines* on transcript notations unduly, these interim *Guidelines* are being brought forward.

HIGHLIGHTS: The goal of the *Guidelines* is to ensure a level of clarity and consistency in the kinds of notations (both in respect to graduate and undergraduate level academic work) made on academic transcripts beyond those directly connected with the student's completion of their degree and program of study requirements. In so doing, it is intended that the *Guidelines* will make these notations more meaningful and enhance the value of the transcript as the primary official record of a student's academic performance and achievement.

The *Guidelines* propose three categories of notations:

1. Completion of a Certificate or Diploma as defined by the Policy on Diploma and Certificate Programs (December 2, 2003)
2. Completion of a coherent cluster of for-credit courses that are less than a minor but provide the student with a degree of proficiency in a discrete area of study.
3. Completion of a defined series of non-credit courses, workshops, and activities that support student academic success or professional development goals directly associated with an academic program of study

In order to ensure that transcript notations are meaningful and that there is a degree of consistency of meaning in University of Toronto transcripts, the *Guidelines* recommend minimum standards of time and effort equivalent to at least a half course or 36 hours of work at a University level and also that all Faculties/Divisions bring forward short proposals outlining the program of activity for which they intend to provide a transcript notation for discussion with the Provost's Office, prior to implementing them.

FINANCIAL AND/OR PLANNING IMPLICATIONS: There are no new/additional financial resources at the University level required to implement *Guidelines*.

FOR INFORMATION