STUDENT RECORDS AND TRANSCRIPTS

MacEwan University will create and maintain student records necessary to meet the administrative and academic needs of the university and shall collect, retain, use, disclose and dispose of all information collected in accordance with the following policies:

- Management of Student Records and Information;
- Records Management;
- Use of Information Technology Resources Standard;
- Other related policies, official manuals of the university, and provincial/federal legislation pertaining to access to information and protection of privacy.

Official Student File and Record

The Official Student File and Official Student Record are maintained by the Office of the University Registrar, which is accountable for the management of these records. Student records are managed according to the provisions of the Management of Student Records and Information Policy.

Additional records relating to students may exist elsewhere in the university. Original consent to release personal information submitted by students to other departments must be sent promptly to the Office of the University Registrar for placement on the Official Student File.

Official Student Transcript

An Official Transcript of the student's academic record is created and maintained by the Office of the University Registrar.

The Official Transcript includes the student's legal name, birth date, program of study (including declared major, minor and stream), courses, grades, applicable academic standing designations, grade point average and graduation information (e.g., program, date and awards).

Students may request an Official Transcript online through myStudentSystem or by submitting a Transcript Request Form to the Office of the University Registrar.

Transcripts are considered confidential information and will not be released without proper authorization. Transcripts will be issued only as authorized on an official request; transcripts can be issued by mail, fax, electronically via MyCreds™ or picked up in person. Additionally, Official Transcripts can be sent electronically to member institutions of the Alberta Post-Secondary Application System. MacEwan University requires proper authorization to have transcripts sent to institutions, employers, legal counsel and other agencies. If students want the transcript(s) sent to a party other than themselves or a post-secondary institution, the name and address (including postal code) must be included.

Change of Name or Address

This information is only used for official university business. Having the current name, address and contact information on file with MacEwan University is critical to effective university communications with students.

Change of Legal Name: All legal name changes must be submitted in writing or on the Change of Personal Information form to the Office of the University Registrar. Requests must be accompanied by at least one of the following official government-issued identification (ID): valid driver's license, provincial ID card, passport or citizen documentation. Only current IDs will be recognized as valid. Expired IDs will not be accepted for a name change.

Change of Address: All program students at MacEwan University are given access to myStudentSystem. This allows students to change their address and telephone number. Students may also complete a Change of Personal Information form or mail a post office change notice to the Office of the University Registrar.

Change of Preferred Name: Students may change or update their preferred name through myStudentSystem.

Grading

MacEwan University utilizes the Alberta Common Grading Scheme for the reporting of final grades in credit courses. All final grades are reported to the Office of the University Registrar using letter grades. Letter grades shall be converted to the four-point grading scale for the calculation of a Grade Point.

Letter Grade	Grade Point Value	Grade Description
A+	4.00	Outstanding
A	4.00	Excellent
A-	3.70	
B+	3.30	
B	3.00	Good
B-	2.70	
C+	2.30	
C	2.00	Satisfactory
C-	1.70	
D+	1.30	Poor
D	1.00	
F	0.00	Fail
WF*	0.00	Withdraw Failure

*discontinued, effective the 2015/16 academic year

Grades and Notations Not Included in the GPA Calculations

Grade/Notation	Description
AU	Audit
CE	Course Ended (not applicable to credit courses)
CR	Completed Requirements
DEF	Deferred
IN	Incomplete
IP	In Progress (continued next term)
NC	Not Completed (not applicable to credit courses)
NCR	Not Completed Requirements
S	Supplemental Privilege (discontinued, effective the 2021/22 academic year)

SC	Successfully Complete (not applicable to credit courses)
TR	Transfer Credit
W	Withdrawal (without academic penalty)
Probation	
Required to Withdraw	

Grade Point Average

Grade Point Value: a number between 0.00 and 4.00 that is assigned to a letter grade.

Grade Points: calculated by multiplying the Grade Point Value by course credits.

Grade Point Average (GPA): a weighted average calculated by dividing the sum of all Grade Points by the sum of all credits attempted. GPA is calculated to two decimal points and is truncated.

Course	Grade	Grade Point Value	Credits	Total Grade Points
TPPR 109	In progress	-	-	-
SOCI 100	C+	2.30	3	6.90
HIST 260	B-	2.70	3	8.10
FREN 111	F	0.00	3	0.00
PSYC 104	W	-	-	-
Total			**9**	**15.00**

Term Grade Point Average (Term GPA): calculated by dividing the sum of Grade Points achieved in the term by the sum of all credits attempted in that term. A Term GPA is included on the transcript.

Cumulative Grade Point Average (CGPA): calculated by dividing the sum of the total Grade Points achieved at MacEwan University by the sum of all credits attempted at MacEwan University. The CGPA is included on the transcript.

Graduation Grade Point Average (GGPA): calculated by dividing the sum of the total Grade Points achieved and counted towards a program credential by the sum of all those credits. The GGPA value is not included on the transcript.

Passing Grade: the minimum grade required to earn credit for a course is D (1.00); however, a higher grade may be required in some courses to fulfill program requirements, proceed in a program, meet prerequisites, or transfer a course to another program or institution.

Student performance in a course shall normally be assessed on more than one occasion. No single evaluation event shall have a value of greater than 60% of the course grade, with the following exceptions:

- All one-credit courses are exempted
- Directed Field Studies courses (in Applied Degree programs) may be exempted where a single project or research study constitutes the course requirements
- Clinical courses in baccalaureate nursing, psychiatric nursing, nursing refresher and specialty nursing programs may be exempted
- 400-level seminars, independent study courses, directed research courses and thesis courses may be exempted

Deferred Exams: Application for a deferred examination must be made using an Examination Request form no later than two working days after the missed examination (see Student Assessments Policy and Student Deferrals Procedure).

Reassessment of Marks: Students may apply for a reassessment of submitted coursework, as outlined in the university's Grading Procedure that can be found at MacEwan.ca/Policies. (https://www.macewan.ca/about-macewan/policies/)

Former Grading Scales

1990–2004 – No grade of A+

September 1978 to August 1990

Grade	Description
A	Excellent: 4 Grade Points/Credit
B	Very Good: 3 Grade Points/Credit
C	Average: 2 Grade Points/Credit
D	Low Pass: 1 Grade Point/Credit
CR	Completed Requirements: Not Calculated in GPA
I	Incomplete: Not Calculated in GPA
W	Withdrew: Not Calculated in GPA
F	Failure: 0 Grade Points/Credit
AUD	Auditor: Not Calculated in GPA
NMR	No Mark Received: Not calculated in GPA Hours of Instruction

Academic Standing

MacEwan University is committed to academic success and provides a variety of services to help students achieve their goals. As part of this commitment, the university establishes the standards by which academic success is measured. These criteria are outlined in the university's Academic Standing policy, which can be found here (https://www.macewan.ca/c/policies/academic_standing.pdf).

An Academic Standing Year is a 12-month period between May 1–April 30 which defines the regular evaluation period for an Academic Standing review. The results of the Academic Standing review enable the university to recognize academic achievement and address unsatisfactory performance. Students are responsible for monitoring their own progress and for seeking assistance.

Satisfactory academic standing statuses include:

- Dean's List
- First Class Standing
- Good Standing

Unsatisfactory academic standing statuses include:

- Academic Probation
- Required to Withdraw

Unsatisfactory Academic Performance

Students who are placed on Academic Probation or Required to Withdraw are informed by the Office of the University Registrar.

Other considerations include:

1. A student with a record of excessive withdrawal grades, as determined by the Faculty or School, may be subject to review as per the Academic Standing policy.
2. A student's performance in a clinical, field placement, ensemble setting or equivalent learning activity may be reviewed at any time. This review may result in a student being placed on Academic Probation or Required to Withdraw if their performance is deemed inadequate relative to the standards required.
3. A student's performance may be subject to an administrative review as outlined in the Academic Standing policy.

More information, including conditions of unsatisfactory Academic Standing and options to appeal, is outlined in the Academic Standing policy.