




Policy AC041: Transcript and Diploma

Recommended for Approval by:



Dr. James Fisher, Interim Provost and VP for Academic Affairs

Approved by:



Dr. Jonathan Anderson, President

Effective Date: 07/01/2022 | Amended: 07/01/2024

A. Intent

To define the content and availability of diplomas and transcripts.

B. Definition(s)

Diploma: A ceremonial document that reflects the appropriate degree designation(s) earned by the student.

Transcript: The academic history of coursework and, if applicable, degrees and other credentials earned by the student at the university.

C. Policy

Transcripts

Pennsylvania Western University does not produce partial, unofficial or incomplete transcripts. Currently enrolled students seeking unofficial transcripts may retrieve them through the student portal or through the degree audit system. Unenrolled students will not have access to unofficial transcripts through the student portal and must make a request for an official transcript through the PennWest web page.

PennWest has contracted with an outside vendor to produce all official transcripts, both paper and electronic. A fee is required for each official transcript request, which can be made through the PennWest Office of the Registrar web [page](#).

The academic transcript will include all program information including: degree(s), major(s), minor(s), concentration(s), academic standing, GPAs, and institutional, departmental or Latin honors. Transcripts will display the graduation date once degrees are awarded.

Diplomas

Diplomas will be issued after all graduation requirements are met, all grades are posted, and, if applicable to your program, comprehensive/oral exam grades are received by the Office of the Registrar. Any course with a grade of incomplete (“I”) or in process (“IP”) must be changed to a letter grade before the degree can be awarded.

Diplomas will bear the name of the earned degree (e.g., Bachelor of Science), the date of conferral, and any Latin honors that may have been awarded. Names on the diploma will revert to the Legal Name if the student does not indicate an alternative diploma name when they apply for graduation.

Diplomas will not be released or sent to the student until all student account balances and other holds have been cleared.

Students wishing to order a replacement diploma should visit the Office of the Registrar website for instructions.

D. Procedure(s)

Not Applicable.

E. Related policies

Degree Conferral Policy (AC027)

Graduation Requirements Policy (AC028)

Incomplete Grade Policy (AC020)

Posthumous Diploma Policy (AC025)

Preferred First Name Policy (AC056)

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.