

UNIVERSITY CENTRE COLCHESTER
TRANSCRIPT POLICY

- 1. Students Studying on a University of Essex or University of East Anglia validated award.**
 - 1.1 All University Centre Colchester (UCC) students studying on one of the above awards will receive an academic transcript free of charge upon completion of their final year of study.
 - 1.2 The transcript will display all achieved modules and display the credit value and the final overall module mark. Failed or uncompleted modules will not be displayed, and neither will be individual assessment marks.
 - 1.3 Academic transcripts will only be issued following an appropriate awarding body examination board where student grades are verified.
 - 1.4 Examination boards currently take place several times a year, typically at the end of Semesters 1 and 2 and a resubmission board in September . It is essential you contact the UCC Academic Services Office if you have not received your transcript **within twenty weeks** of your examination board taking place.
 - 1.5 All transcript requests after the twenty week deadline will be treated as replacements and you will be charged £10 per transcript.
 - 1.6 **Please note:** If you are in academic debt at the end of your programme University Centre Colchester reserves the right to withhold your academic transcript until such a debt is paid in full.
- 2 Students studying on other awards**
 - 2.1 University Centre Colchester is unable to produce transcripts for students studying on programmes validated by other awarding bodies e.g. Pearson, Trinity, Huddersfield.
 - 2.2 Transcripts for these programmes are generated by the awarding bodies, and any replacements will need to be requested directly with them.
- 3 Students who studied on Anglia Ruskin programmes**
 - 3.1 University Centre Colchester is unable to generate any transcripts for students who studied on Anglia Ruskin programmes.
- 4 Requesting an additional/replacement transcript**
 - 4.1 Payment will be requested in advance of any additional/replacement transcript issue. **Payment should be made on the Online Store - <http://onlinestore.colchester.ac.uk/>. We recommend that you type transcript in the search box to take you directly to the transcript payment screen.**
 - 4.2 University Centre Colchester will provide additional/replacement transcripts within 10 working days of payment being received.
 - 4.3 University Centre Colchester will only provide additional/replacement transcripts for students who have graduated from their studies within the past 10 years.