

Transcripts and Student Records

Functional Lead: VPAA

Division: Academic Support Division (ASD)

Responsible Office: Registrar

Reference: (a) Standard 12.5, SACSCOC Principles of Accreditation

(b) Resource Manual for the Principles of Accreditation

(c) MCO P1600.7F, Performance Evaluation System Manual

1. Purpose. The purpose of this chapter is to define MCU practice regarding the development and issuance of transcripts and maintenance of student academic records.

2. Background. Transcripts are official documents issued by an academic institution and certifying the accuracy of the individual academic performance record contained therein. It is imperative that records of academic performance are secure, confidential, and accurate, and that dissemination thereof is in accordance with traditional standards of higher education, comply with applicable rules and regulations, and meet the requirements of service personnel management and individual student academic pursuits. Because of the decentralized nature of MCU's educational program administration, registrar functions regarding student records development, maintenance, and transcript production is also decentralized.

3. Policy

a. Enlisted professional military education (PME) programs. The Director, College of Enlisted Military Education, will ensure that records of student performance in enlisted PME programs are properly maintained in accordance with service regulations, and student achievement is accurately reflected in applicable Marine Corps reporting systems (such as Marine Corps Training Information and Management System (MCTIMS)). In general, enlisted PME program academic performance will be disseminated via the Joint Services Transcript.

b. Distance Education Programs. The Director, College of Distance Education and Training will ensure that records of student performance in distance PME programs (to include the Blended Seminar Programs) are properly maintained in accordance with service regulations, and student achievement is accurately reflected in applicable Marine Corps reporting systems. The Director, CDET will issue transcripts of distance program academic performance.

c. Resident officer PME programs. Educational program directors are initially responsible for the development and maintenance of student records of performance in their respective educational programs (i.e. courses taken, credits and grades earned, etc.) in accordance with approved educational systems throughout the academic year. Educational program directors are also responsible for ensuring that Marine student performance is accurately measured and reflected in the Marine Corps performance evaluation system records per reference (c), and for coordinating with the MCU senior sister-service member to ensure similar records are developed for sister service students.

(1) Directors will ensure that MCU educational systems and platforms are used to link student, courses (to include electives), and academic performance (grades and grade point average (GPA), awards earned (if any)) therein to ensure the accuracy and integrity of student academic performance data throughout the academic year. Directors will ensure that the MCU Registrar's office can access student record data directly in such platforms in order maintain its security and to eliminate potential data loss or error in transmission.

(2) The MCU Registrar will produce official transcripts that reflect program of study, program dates, courses taken, grades earned, cumulative GPA, degree conferred (if applicable), and PME level certified.

(3) Upon graduation (or disenrollment prior to graduation), the MCU Registrar will serve as the office of resident officer PME student records and will ensure appropriate student course codes are entered in MCTIMS.

(4) Student records for master's degree producing educational programs will be maintained in perpetuity. The Directors, Information Technology and Educational Technology will ensure that educational software and platforms support this requirement.

(5) Service Copies of Academic Records and Service Evaluations. After graduation, the MCU Registrar and the Director, Administrative Services will ensure that official copies of student academic records are provided to the applicable service records offices. MCU's internal processing goal is completion of this task by the end of the week of graduation.

(a) USMC: School course completion codes are entered into a Marine's Total Force System (MCTFS) record via validation of graduation in the Marine Corps Training Information Management System (MCTIMS). Copies of PME and degree (if applicable) diplomas and transcript will be provided by the Registrar to MMSB-20 for inclusion in the Marine's OMPF. Fitness reports are submitted via the MOL A-PES module.

(b) Sister-service military: The Registrar will provide copies of diplomas and transcripts to the Student Services office for delivery to the appropriate service office. Fitness reports/evaluations will be processed by the program director or the Administrative Services office.

(c) International Military Students (IMS): The Student Services office certifies course completion and provides the IMS student evaluation to the U.S. Security Cooperation Office in the IMS native country. The MCU Registrar will provide each IMS with a sealed transcript and, as applicable, guidance on obtaining an apostille.

(d) Civilians: Civilian students will normally provide their agency with copies of diplomas and transcripts as required.

4. Procedures

a. Transcripts

(1) Servicemembers may request a Joint Services Transcript online at: <https://jst.doded.mil/jst/>.

(2) Distance Education students may print an unofficial copy directly, or request an official copy be issued, via MarineNet.

(3) Resident officer PME students may:

(a) print an unofficial copy directly from MarineNet

(b) request an official transcript from the MCU Registrar via guidance posted on the MCU website Registrar page.

b. Apostille. An apostille is an official document certifying the validity of certain types of governmental records. Some countries require an apostille to accept the validity of a foreign degree, diploma, or course certificate. Each IMS should determine from his country's authorities whether an apostille is required.

(1) IMS can obtain an apostille from the U.S. State Department by submitting original diplomas to the Office of Authentications. Submission instructions, office hours and fee information are available at <http://www.state.gov/m/a/auth/>.

(2) IMS can also obtain a Virginia state apostille for copies of their diplomas certified as true by a Virginia Notary. Those certified copies can be taken to the State of Virginia Secretary of the Commonwealth office in Richmond, VA. That office will issue an apostille certifying the validity of the notary. Submission instructions, hours and fee information are available at <https://commonwealth.virginia.gov/official-documents/authentications/>.

Related Policies and Forms:

Selection and Admission

Diplomas and Certificates

Graduation and Detachment

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