



Policy Title: Student Transcript Policy

Category: Academic

[Purpose](#)

[Organisational Scope](#)

[Policy Statement](#)

[References](#)

[Contact Information](#)

1. Title

Student Transcript Policy

2. Purpose

Provide guidelines to ensure knowledge of the necessary procedures for the issuance of an official AUSI transcript

3. Organisational Scope

All Academic staff of AUSI

4. Policy Statement

This document is intended to provide sufficient detail and guidance to staff that issue academic transcripts and outline the process that should be followed

- 1 Students may access their academic transcripts from the portal as required. For them to be able to do this, there should be no fees outstanding
TASK: STUDENTS
- 2 Each student to be issued with one free official academic transcript (OAT) at the end of their course
TASK: STUDENT RECORDS OFFICER (SRO)
- 3 No transcript will be issued where fees are outstanding. This includes students requiring transcripts to be forwarded to other institutions for further studies
TASK: SRO

Students requiring an OAT should print off the application form from the portal and submit it to the Student Records Officer if it is at the end of their course and it is the first OAT that they have requested. Additional end of course transcripts or in semester transcripts will cost Ksh500 each. Where payment is required, the completed form should be taken to accounts, the appropriate amount paid and a copy of the receipt attached to the application. Turnaround time should be 24 hours. However, in busy times, the turnaround time may extend to 48 hours.

TASK:STUDENT/ACCOUNTS/SRO

- 5 In all cases, the SRO should record the date of issuance of the OAT on the academic notes section of MAZE. A note should also be made of the receipt number.

TASK: SRO

5. References

Policy Code:	OAT1	
Policy Owner:	Academic Manager	
Approved by:		
Date Approved:		
Revision Date:		
Amendments:		
Related Policies/Documents:	Application For Documents document	

6. Contact Information

Contact Person:	Academic Manager
Telephone:	444 1110
Email address:	barclay@ausied.com