



Policy Title: Guidelines for Academic Transcript Notation

Policy Number: Law-2

Established: March 3, 2015 **authored by** Acting Associate Dean Gemma Smyth and Professor Sarah Wharton

Reviewed by: Faculty Council **on** March 11, 2015

Revision Date:

Position Responsible for Maintaining and Administering the Policy: Associate Dean

Policy Statement:

The Academic Planning Committee was asked by Faculty Council to create a set of criteria for Academic Transcript Notations issued through the Faculty of Law. Academic Planning appointed Professors Wharton and Smyth to further investigate this issue and prepare a report for consideration by Academic Planning and Faculty Council.

Background:

There are two primary ways that the University of Windsor formally recognizes work outside the purview of the classroom: the academic transcript notation and the co-curricular transcript. The differences between the two are as follows.

Academic Transcript Notations must be approved both by the Faculty of Law and by the University of Windsor Senate. There are no written Senate standards and the only guidance received from the Senate Secretariat indicates that Senate approval will depend upon whether the work is academic in nature, thus distinguishing an Academic Transcript Notation on the student's academic transcript from an entry on a Co-Curricular Transcript which is a separate document reflecting other extra-curricular activities.

The University's central Academic Policy Committee has, at its most recent meeting, expressed a desire to develop University wide criteria for transcript notations. Once the University has adopted centralized criteria, the Subcommittee proposes that the Law Faculty use those criteria for internal approval of proposals for Academic Transcript Notations. However, until such time as criteria are adopted by the central University, the Subcommittee proposes that the Law Faculty adopt the Guidelines for Academic Transcript Notation proposals appended to this memo.

Purpose:

The purpose of an Academic Transcript Notation is to communicate significant extra-curricular, non-credit, academic contributions and activities undertaken by students on their academic transcript.

Procedures:

- 1) The Subcommittee proposes that a law student in any year of study should be eligible for an Academic Transcript Notation.

- 2) The Subcommittee advises that only unpaid positions should be eligible for receipt of an Academic Transcript Notation. In our opinion, to receive credit and remuneration is a form of double dipping.
- 3) Academic Transcript Notations should not be available for activities for which the student receives credit. For credit activities will already be reflected on the academic transcript.
- 4) Academic Transcript Notations should only be considered for significant contributions and activities which are of an academic nature. However, the Subcommittee advises against specifying a minimum number of hours required for an academic transcript notation. This should be assessed on a case-by-case basis.
- 5) The notation must relate to an activity of an academic nature. This will be ensured through established learning outcomes that directly relate to duties performed during the activity in question.
- 6) All students must have a University of Windsor instructor or professor who will act as a verifier that the learning outcomes have been successfully satisfied by each candidate in order to be eligible for an academic transcript notation.

Exceptions to Policy: none

Cross-References: none

Review Process for Policy:

Process for Communicating Policy: Windsor Law policies webpage.

Definitions: none

APPENDIX:

UNIVERSITY OF WINDSOR, FACULTY OF LAW
GUIDELINES FOR ACADEMIC TRANSCRIPT NOTATION

Purpose

The purpose of an Academic Transcript Notation is to communicate significant extra-curricular, non-credit, academic contributions and activities undertaken by students on their academic transcript.

Process

All proposals for Academic Transcript Notations must be made in the first instance to the Faculty of Law's Academic Planning Committee. Approved proposals will be forwarded to Faculty Council. If approved by the Faculty of Law, proposals must then be forwarded to the University of Windsor's central Academic Policy Committee and, subsequently, to the University Senate for final approval.

Criteria

Students in any year of study are eligible for an Academic Transcript Notation. Proposals for Academic Transcript Notations should clearly demonstrate that the activity in question satisfies the following criteria:

- Academic Transcript Notations will only be considered for significant contributions and activities which are of an academic nature. There is no minimum hour requirement specified as this will be assessed on a case-by-case basis.
- The Academic Transcript Notation must relate to an activity of an academic nature which must be ensured through established learning outcomes that directly relate to duties performed during the activity in question.
- All students must have a University of Windsor instructor or professor who will act as a verifier that the learning outcomes have been successfully satisfied by each candidate in order to be eligible for an academic transcript notation.
- Only non-credit activities are eligible for receipt of an Academic Transcript Notation.
- Only unpaid positions are eligible for receipt of an Academic Transcript Notation.