## **STUDENT RECORDS**

## TRANSCRIPT REVISIONS POLICY

PAAE's transcripts cannot be revised unless evidence is provided to indicate that the transcript is materially inaccurate.

- 1. A student with such evidence can petition for a transcript revision.
- 2. The registrar will then review the transcript to determine its accuracy, consulting with the Executive Director where necessary.
- 3. The registrar will be responsible for issuing a revised transcript where it is deemed appropriate.