

## What is required for a transcript to be official?

The official transcript document will include:

1. the technology center's seal (required for paper copy);
2. a registrar or record official's signature (required for paper copy);
3. security features such as a watermark or copy prohibition text to avert fraud (required for paper copy);
4. a transcript key (on the back of the transcript or a separate document); and
5. the data elements noted below (at minimum).

Note: Transcripts that are sent via a secure electronic transcript exchange website are not subject to items 1-3 above.

## Career Technology Center Information

Data Element	Additional Information
Career Tech Center	Name of the career technology center
Contact Information	Address, Telephone, Website  With more institutions using optical character recognition (OCR) software to scan the front side of transcripts, it is recommended that this information be placed on the back side of the transcript to ensure that the OCR software only replicates course transfer information.

## Student and Record Information

Data Element	Description	Example
Student Name	Legal name: last, first middle (if applicable)	Doe, John Ryan
Student ID	The numeric identification number assigned to the student by the career technology center	111222
Social Security Number (last four)	Last four digits of the student's Social Security Number	XXX-XX-1111
Birthdate	Month and day of birth (MM-DD)	MM-DD-XXXX
Print Date	The date in which the record was printed	MM-DD-YYYY

**Credentials Awarded (if applicable)**

Data Element	Additional Information	Example
Credential	Title of the Oklahoma Department of Career and Technical Education (ODCTE) issued career major	Computer Programmer (Multiple Languages)
Date Awarded	Date in which the credential was completed	MM-DD-YYYY

**Course Information**

Data Element	Additional Information	Example
Start Date	The date in which a course began	MM-DD-YYYY
End Date	The date in which a course concluded	MM-DD-YYYY
Course Code	Course code issued by ODCTE	BT00206
Course Title	Course title issued by ODCTE	Basic Programming
Grade	The final letter grade issued for participation in a course (see the transcript key for more information)	A
Hours Att.	Number of clock hours attempted in a course	120.0
Hours Earned	Number of clock hours earned in a course	120.0
Points	Number of clock hours earned multiplied by the numerical value assigned to the letter grade (A=4; B=3; C=2; D=1; F=0)	480.0

**Totals**

Data Element	Additional Information	Example
Total Hours Att.	The total number of clock hours attempted at the technology center	980.0
Total Hours Earned	The total number of clock hours earned at the technology center	980.0
Total Points	The total number of points earned at the technology center	3360
Total GPA	The total points at the technology center divided by the total clock hours attempted at the technology center	3.43

### **Transcripting Career Technology Center Coursework at the Higher Education Institution:**

- The higher education institution will only post career technology center transfer coursework that it is approved to accept through the Statewide Technical Course Articulation Agreement.
- Career Tech transfer courses may be applicable for technical degree major requirements or technical degree major electives, but not as general elective credit.
- If a student transfers career tech coursework through the statewide articulation agreement into a technical degree and later changes his/her major to a non-technical degree, the career tech coursework will remain on the transcript; however, such coursework will not apply towards meeting degree major requirements, degree major electives, or general elective credit in the non-technical degree.
- The higher education institution will only post career technology center transfer credit awarded through the Statewide Technical Course Articulation Agreement as S/U or P/F. See the State Regents' *Grading* policy for more information.
- All transfer credit awarded through the Statewide Articulation Agreement must be appropriately identified by source and method on the official college transcript.
- The semester that is in session during the course end date will serve as the semester of transcription for transfer work awarded through the Statewide Technical Course Articulation Agreement. For example, if a student completes a career technology center course on April 1, 2019, the higher education institution will post it as a Spring 2019 transfer course.
- All transfer credit awarded through the Statewide Articulation Agreement must be converted to credit hours. In accordance with 34 CFR §668.8(l)(1), one semester credit hour must include at least 37.5 clock hours of instruction.