

TITLE: Access to Academic Record—Procedure

- Students have the right to inspect all information contained in their own record, subject to applicable access—to-information and protection-of-privacy laws and with the exception of evaluations and letters of reference supplied to the University, with the understanding that they be kept confidential.
- Students also have the right to request that erroneous information in their record be corrected, and that recipients of information found to be in error be advised of the correction.
- Students wishing to inspect their record must make an appointment with an authorized official of the faculty or academic unit where the record is kept.
- Upon written request to the Office of the Registrar, students whose account shows no outstanding balance may obtain an official transcript of their record of studies at the University or have copies of the record sent to a third party.
- Only the Office of the Registrar is authorized to produce official transcripts. All official transcripts are complete and unabridged. The Office of the Registrar does not produce partial transcripts.
- Transcripts issued directly to students bear the note “Issued to student.”
- Official documents from other institutions are not released or redirected.

Access to student records is governed by University of Ottawa, entire policy is displayed under the following [Policy 14a](#).