



GNPEC Transcript Expectations

Standard 5: Credential

Upon request, each student must be able to request a transcript that, at a **minimum**, must include the following:

1. Name & address of the institution
2. Full name of student
3. Program enrolled
4. Enrollment dates
5. Student Status
6. Grades by course and, if applicable, overall GPA

Standard 6: Student Records

Should an institution cease operation in Georgia, it must submit to GNPEC:

- Graduated and Withdrawn Students: Transcripts
- Current Students: Entire academic record

Transcript Template (GNPEC-Compliant Fields)

Institution Information

1 Institution Name: _____
Institution Address: _____
City & State: _____
5 Student Status
(e.g., Active, Graduated, Withdrawn): _____

Student Information

2-4 Student Full Name: _____
Date of Birth: _____
Program Enrolled: _____
Enrollment Dates (Start-End): _____

6 Course History

Course / Title	Hours	Grade	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Overall GPA (if applicable): _____

Authorized Representative Name & Title: _____

Authorized Representative Signature: _____

Graduation Date: _____

Date of Issuance: _____

Note: Not official without institutional seal or logo.

Transcript Template & Other Resources

