



## HRPA Late Transcript Policy

The timing of the exam registration deadlines is such that individuals who may be able to complete their coursework requirement before the scheduled National Knowledge Exam (NKE) are not able to provide transcripts by the exam registration deadline because their courses are still in progress at the registration deadline.

To accommodate individuals who are in this situation, HRP A has implemented its *late transcript policy*.

This policy allows individuals (1) to register for the NKE without providing a transcript provided that this transcript or other acceptable substitute arrives at HRP A two weeks before the exam, and (2) to write the exam based on acceptable substitute documentation.

Individuals wishing to avail themselves of this policy, **must** do the following:

1. Become a member of HRP A on or before the NKE exam registration deadline,
2. Register for the NKE by on or before the exam registration deadline,
3. Indicate at the time of registration for the exam, that transcripts or other acceptable substitute documentation will be submitted by the late transcript deadline,
4. Submit the transcript or acceptable substitute before the end of business (5:00 pm EST) of the deadline day;
5. If documentation other than an official transcript is submitted to meet the late transcript deadline, that an official transcript be forwarded to HRP A as soon as it is possible to do so
6. Accept the terms of the late transcript policy.

Acceptable substitute to transcripts for the purposes of writing the exam are as follows:

1. Grade letters with final grades sent by the professor and/or program coordinators directly to HRP A c/o Kelly Morris, [kmorris@hrpa.ca](mailto:kmorris@hrpa.ca). These grades can be emailed. The grade letter must include, course name, course code, student's name and final grade.
2. Final grades can be submitted in spreadsheet format with the student(s), name, the course name/code and the final grade awarded. This spreadsheet can be emailed directly to HRP A- Kelly Morris, [kmorris@hrpa.ca](mailto:kmorris@hrpa.ca). Grades submitted in this format will be accepted only if sent by the program coordinators and/or professor, who will attest to the accuracy of the grades and this information.

Should the individual fail to obtain the required grade on the course or courses that are still in progress at the exam registration deadline, they will be subject to the usual deferral and withdrawal policies.

If the information supplied before the late transcript deadline is something other than an official transcript, it will be the responsibility of the student to follow-up with an official transcript once they become available. This must be done even though grades have been submitted electronically. No NKE result will be released if there is no transcript on file.

### Late transcript deadlines for 2010

Exam Registration Deadline	Late Transcript Deadline	Exam Date
March 1, 2010	April 16, 2010	May 1, 2010
August 2, 2010	September 17, 2010	October 2, 2010