

College

Decision to change award **title** only (e.g. to add 'with proficiency in', 'with distinction in', 'with specialism in...', etc.)

For changes to the **type** of award (e.g. Ordinary to BA with Honours, PG Diploma to MSc, to award on different programme) — see process map entitled 'How to amend an award type / issue new award'

Document change/  
decision in relevant  
SPI record >  
Minutes field

Check SAW  
'Award Status' field  
— is the value....

Agreed (A),  
Conferred (CONF)  
or DEBTOR

1  
(page 2)

Provisional  
(P)

2  
(page 3)

Held (H) or  
Calculated (C)

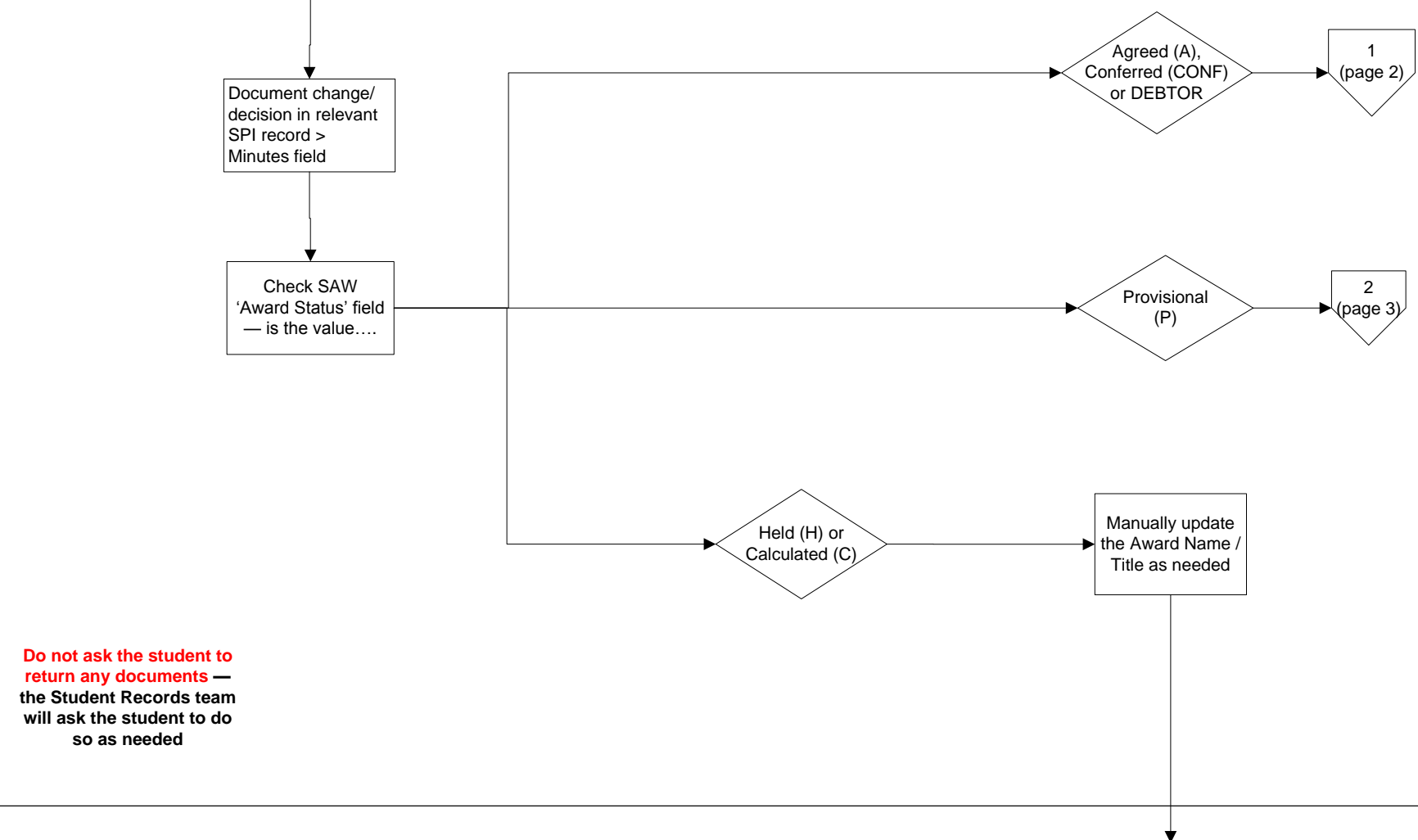
Manually update  
the Award Name /  
Title as needed

**Do not ask the student to return any documents — the Student Records team will ask the student to do so as needed**

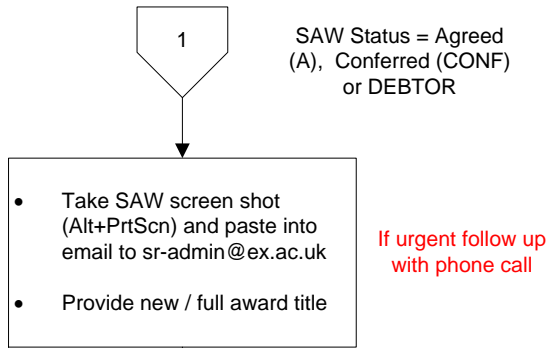
Student  
Records

Student Records email address  
=  
sr-admin@ex.ac.uk

Send award for approval when student appears on award list (or when debt cleared in the case of debtors)

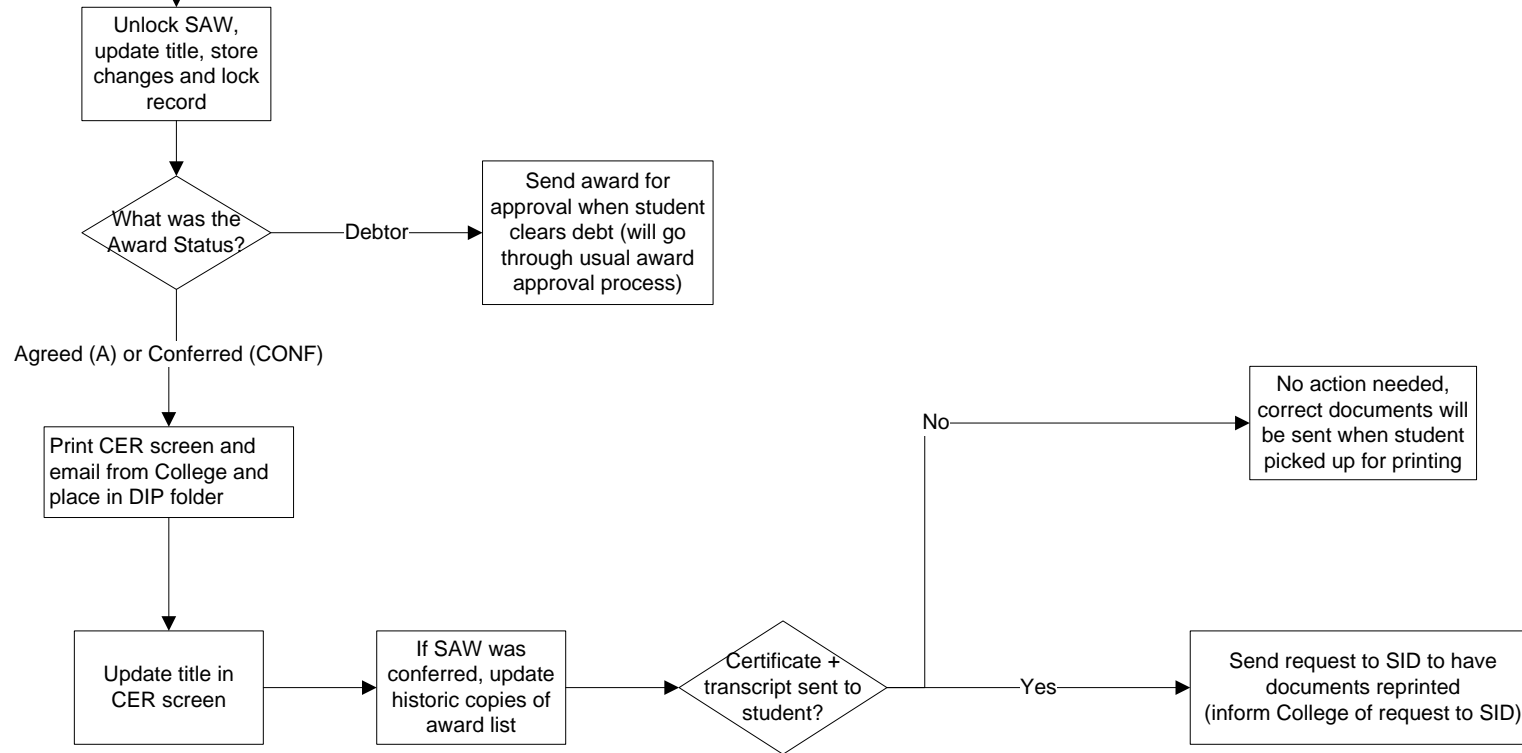


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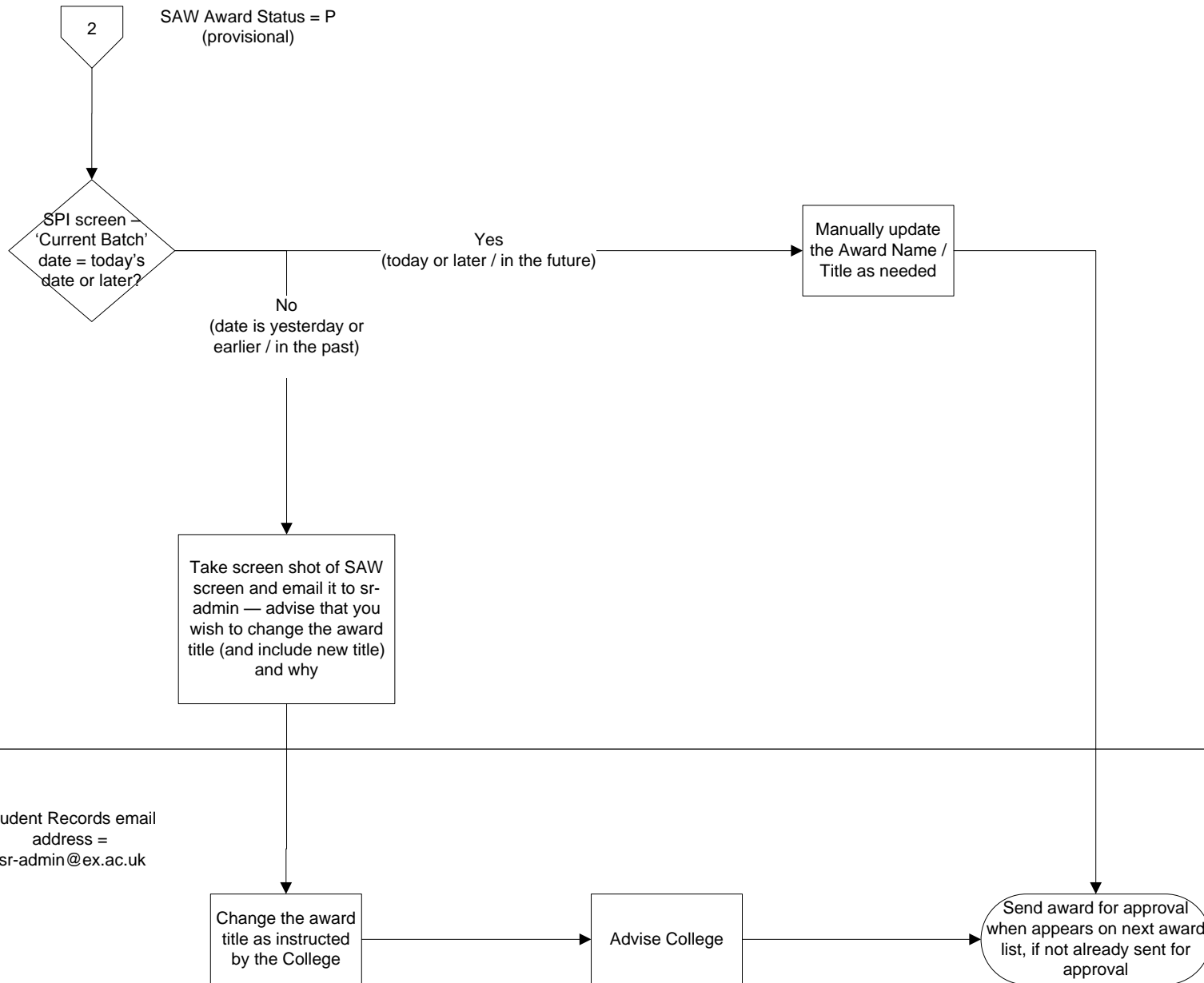


Online transcript is automatically refreshed if results had been released student

Student Records



College



Student Records