

## Transcript Guide

### Accreditation

NDSU is accredited by the North Central Association of Colleges and Secondary Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504. Many academic disciplines also have professional accreditation.

### Release of Information

The Family Educational Rights and Privacy Act of 1974, as amended, prohibits release of this record or disclosure of its contents to any other party without the written consent of the student.

### Academic Calendar

Effective August, 1992, the academic calendar for North Dakota State University (NDSU) converted from the quarter system to the semester system.

### Grading and Honor Points

<u>Grade</u>	<u>Description</u>	<u>Honor Points</u>	<u>Grade</u>	<u>Description</u>	<u>Honor Points</u>
A	Excellent	4.00	P	Pass	-
B	Good	3.00	S	Satisfactory	-
C	Average	2.00	U	Unsatisfactory	-
D	Passing	1.00	NC	No credit	-
F	Failure	0.00	NR	Not reported	-
I	Incomplete	-	WF	Withdrew Failing	-
AU	Audit	-	WP	Withdrew Passing	-
WAU	Audit Withdrawal	-	W	Withdrew	-

- Not calculated in grade point average

### Notes

Transcript notes may reference course information, academic standing, honors, or milestones.

### Grade Point Average

NDSU's GPA is calculated by dividing the total number of honor points earned at NDSU by the total number of credit hours in which honor points were recorded.

### Tri-College

Tri-College is a consortium comprised of NDSU, Minnesota State University Moorhead, Concordia College, Minnesota State Community and Technical College, and North Dakota State College of Science. Grades and credits are calculated in the home institution's cumulative totals. Courses taken by NDSU students via Tri-College are marked with a \*M (Minnesota State University Moorhead), \*C (Concordia College), \*TC (Minnesota State Community and Technical College), or \*SC (North Dakota State College of Science).

### Academic Forgiveness

Academic forgiveness is noted on the record for the appropriate term(s). Courses and grades for select terms remain on the academic record, but are excluded from GPA calculations. Excluded courses cannot be used to satisfy any academic requirements.

### Repeated Courses

Repeated courses are noted on the transcript. Initial attempts remain on record, but only the last completed attempt of a repeated course is included in cumulative totals.

**Historical Records** (typically if last term of attendance was prior to Fall 2002) include:

- parentheses ( ) around credits excluded from GPA calculations, with the exception of F grades
- asterisks (\*) to reference grading footnotes
- 'Z' indicators to note repeated courses; excluded from GPA calculations

### Academic Record by Career Level

*Prior to Fall 2002:* Undergraduate, Graduate and Continuing Education coursework and credits are included on one comprehensive record.

*Fall 2002-Summer 2005:* Credits and coursework are posted on Undergraduate or Graduate records, based on career level.

*Beginning Fall 2005:* Credits and coursework are posted on Undergraduate, Graduate or Continuing Education records, based on career level.

*Beginning Fall 2007:* Credits and coursework are posted on Undergraduate, Graduate, Professional, and Continuing Education records, based on career level.

### Course Numbering System

<u>Prior to Fall 1992</u>	<u>As of Fall 1992</u>	<u>Explanation</u>
NA	000-099	Do not satisfy any requirements for graduation
100-199	100-199*	Freshman-level courses
200-299	200-299	Sophomore-level courses
300-399	300-399	Junior-level courses
400-499**	400-499	Senior-level courses
--	500-599	Post-baccalaureate professional courses
519	600	Continuing education, professional development courses; do not count toward a degree
--	601-699	Graduate courses taught concurrently in the same classroom with advanced undergraduates at the 400-level
500-599	700-799	Graduate courses

\*Select 10x courses do not satisfy graduation requirements.

\*\*Select graduate courses were dual-listed with senior-level courses.

### Undergraduate and Professional Student Classifications and Academic Standing

To be eligible to register continuously without conditions, an undergraduate student must maintain good academic standing, which is defined as a minimum cumulative institutional grade point average of 2.00 (4.00 scale).

-Dean's List recognition is given to undergraduate and professional students with a minimum of 12 credits (nine during the summer) who earned a term GPA of at least 3.50.

-Academic Warning results when a term GPA is below minimum standards.

-Academic Probation results when the cumulative (institutional) GPA is below minimum standards.

- Continued Probation results when a term GPA is at or above 2.0 but the cumulative (institution) GPA is below minimum standards.

-Academic suspension is issued when an academically deficient student does not demonstrate improvement in his/her cumulative GPA. Academic suspension is served for two grading periods and is noted on the academic record.

### Graduation Honors

Graduation honors are bestowed upon baccalaureate degree candidates who have earned a minimum of 60 credits in residence at NDSU and is based on cumulative NDSU GPA: Cum Laude (3.50-3.69); Magna Cum Laude (3.70-3.89); Summa Cum Laude (3.90-4.00).

### Undergraduate Transfer Credit

The name of transfer institutions and total credits accepted by NDSU appear on the official transcript. Transfer credits are converted to semester credits. Generally, transfer work is not recorded, nor computed, in the cumulative GPA. *NDSU does not issue copies of transcripts from other institutions.*

### Authenticity of Transcript

Transcripts are official when printed on green security paper bearing the signature of the University Registrar. Transcripts issued to students have "Issued to Student" stamped on each page. When photocopied, the word "copy" appears across the face of this document.

The square to the left on an ORIGINAL TRANSCRIPT is printed in THERMOCHROMIC ink. When rubbed or breathed upon, the ink will fade and then gradually return to normal.