

# ACADEMIC TRANSCRIPT GUIDE

## NAME OF UNIVERSITY

June 1972 California State University, Fullerton  
 July 1968 California State College, Fullerton  
 July 1964 California State College at Fullerton  
 July 1962 Orange State College  
 Sept. 1959 Orange County State College

**ACCREDITATION**-California State University, Fullerton is fully accredited by the Western Association of Schools and Colleges. For additional professional accreditation, please refer to the University catalog or the latest issue of Accredited Institutions of Postsecondary Education published by the American Council on Education for the Council on Postsecondary Accreditation (COPA).

**CALENDAR**-The university uses a two-semester calendar--fall and spring. Summer session courses are offered as well. Each regular semester unit represents three hours of university work per week for 16 weeks. In addition, the Office of Extended Education offers largely self-supporting extension and intersession courses.

## GRADE POLICY

Current symbol	Obsolete symbol	Definition	Grade Points
A		Outstanding	4
B		Above Average	3
C		Average	2
D		Below average though passing	1
F/IC		Failing	0
+/-		The plus (+) notation adds 0.3 grade points per unit for B-D grade The minus (-) notation subtracts 0.3 grade points per unit.	
WU/NC*	U/F*/NR	Unauthorized incomplete	0
	WF	Withdrawal, below average	0
W		Withdrawal	None
I	E	Incomplete	None
RP	SP	Report in progress	None
CR	P	Credit	None
NC	NP	No credit	None
AU		Audit	None
RD		Report Delayed	None

Incomplete (I) - The symbol E was once used for incomplete work and was not included in GPA calculations. Effective September 2002, if not completed by the end of the second semester following the term in which assigned, the incomplete is changed to an IC (or NC) for grade point computation. Until such conversion occurs, the I is not included in any calculations. Prior to September 2002, incompletes changed to F (or NC).

Report in Progress (RP) - Used in connection with thesis, project or similar courses that extend beyond one academic term. RP indicates work is in progress, and has been evaluated and found to be satisfactory to date, but assignment of a final grade must await completion of additional coursework. It is not included in any calculations.

Unauthorized Withdrawal (WU) - Indicates a student did not withdraw from the course and failed to complete course requirements. The symbol is equivalent to an F. Prior to fall 1977 the symbol F\* was used; fall 1977 - spring 2003 U was used. NC\* indicates an unauthorized incomplete in Credit/No Credit Courses; the F\*, U, WU and NC\* may be petitioned by the student if a serious reason for the withdrawal can be substantiated.

Credit/No Credit-Prior to fall 1973, the Pass (P) grade was equivalent to D or higher grade. Beginning in fall semester 1973, the Credit (CR) grade requires achievement equivalent to C grade or better in undergraduate courses (B or better in graduate courses). These marks are not included in any grade point calculations.

Report Delayed (RD) - An administrative symbol used by the registrar when there is a delay by the instructor in reporting a final grade. It is not included in any calculations.

Withdrawal Policy - Withdrawal is permitted during the first two weeks of instruction without record of enrollment. The student who withdraws from a class after the first two weeks of instruction shall receive a grading symbol of W.

W - Signifies that the student withdrew from the course. W symbols are not counted in grade point calculations.

WF - From spring 1980 through summer 1991, this symbol signified that the student withdrew from the course after the twentieth day of instruction and that the quality of performance at the time was below C. WF's are counted in the same way as F grades.

**ACADEMIC DISQUALIFICATION** - See the University catalog for the details of academic disqualification policies.

**CHALLENGE EXAMINATION** - When a student has successfully challenged a course with a credit (CR) grade, a comment will appear beneath the course title that indicates "Credit by Examination".

**COURSE FORGIVENESS REPEAT** - Undergraduate students may repeat using the traditional grading system (A+,A,A-,B+,B,B-,C+,C,C-,D+,D,D-,F,F\*,WU,WF,U,IC), those courses for which C- or lower grades were earned. In computation of grade-point averages the most recently earned grades and grade points are used for the first 16 units repeated. Graduate or postbaccalaureate students (excluding second BA's) may apply the forgiveness repeat only to the first semester in which "U", "WU" grade(s) are received. The original grade on the academic record is not changed or eradicated. Successful repetition of a course originally passed carries no additional credit.

**COURSE IDENTIFICATION** - Conversion to a new student data system in 1994 required modifications to many of our departmental course abbreviations (e.g. SPCOM became SPCH). In addition, some course titles may vary slightly. Variations between this document and previously issued transcripts should be considered legitimate.

## COURSE NUMBERING SYSTEM

01-99	Courses do not count toward a degree objective.
100-299	Lower division courses* of freshman and sophomore level but open also to upper division students.
300-399	Upper division courses* of junior and senior level which do not give graduate credit unless included on an approved graduate study plan (such as a credential or graduate degree program) for a specific graduate student.
400-499	Upper division courses* of junior and senior level which give graduate credit when used by a graduate student in a specific graduate program.
500-599	Graduate courses organized primarily for graduate students (undergraduate students may enroll with special permission).
600-699	Courses designed for graduate students beyond the master's level who are enrolled in doctoral programs. These courses presume prior study at the graduate level within the same or closely related discipline. Master's program students may enroll with permission. Closed to undergraduate students.
700-701	Course numbers for graduate and postbaccalaureate students (including those seeking a credential) to maintain continuous enrollment during a particular semester, and who are not enrolled in regular courses. These numbers do not represent courses and do not therefore grant credit.
900-999	Courses designed for professional groups seeking vocational improvement or career advancement. Credit does not apply to degree or credential programs.

\*Certain honors courses or sections are so designated in the course title.

**EXTENSION COURSES** - The numbering system is the same as above except that an X precedes the course number. The unit values for extension courses appear in parentheses unless approved for degree or credential credit.

**FOOTNOTE DEFINITIONS** - In some cases, a course is footnoted with an alpha or numeric symbol and a transaction date when there has been some activity related to the course after the original posting of the course to the record. The following definitions will assist you in interpreting the footnote indicators:

Footnote	Definition
E	Grade Changed
I	Incomplete Grade Removed
K	Degree or Credential Credit Denied
O	Incomplete Grade Converted (Unfinished Course)
L, Q	Forgiveness Repeat Not Applicable
S	Approved Study Abroad Equivalence
T	Credential Credit Approved
Y	Postgraduate Credit Available
3	No Basis for a Grade Assignment
6	Action Approved By Petition
9	Degree Credit Approved

**FULL-TIME AND PART-TIME ENROLLMENT** - The minimum full-time enrollment for undergraduate students is 12 units. Students enrolled in 11 or fewer units are considered part-time. Undergraduates enrolled in 6 units are considered half-time. For financial aid purposes, enrollment in 9 units is considered three-quarter time.

The minimum full-time enrollment for a graduate student is either 12 units of course work, or 9 units of which 6 are in 500-level courses. Graduate students enrolled in 6 units, any level, or 4 units of 500-level courses are considered half-time.

**RELEASE OF INFORMATION** - This record has been released according to provisions of The Family Rights and Privacy Act of 1974 (FERPA). Release of this record or disclosure of its contents to any third party without the written consent of the student is prohibited by federal law. Possession of this record requires compliance with FERPA.

**TO TEST FOR AUTHENTICITY:** The face of this transcript is printed on blue SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

**ADDITIONAL TESTS:** When photocopied, a latent security statement containing the institutional name and the words VOID VOID VOID appear over the face of the entire document. When this paper is touched by fresh liquid bleach, an authentic document will stain. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. If you have any questions about this document, please contact our office at (567) 278-2300. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!  
 00115200 SCRIP-SAFE® Security Products, Inc. Cincinnati, OH • U.S. Patent 5,171,040