

Official Transcript of Academic Record—Transcript Legend

Example University - Sacramento

100 Sacramento Road

Sacramento, CA 12345

There will be some information here regarding the university. Topics may include, but are not limited to, the following: Accreditation, Credits, Course Numbering Systems, Grade Point Average, Validations, Academic Calendar, the Family Educational Rights and Privacy Act of 1974, Honors Award Systems, etc.

The most important thing located here (the part we must have access to) is the Grading Scale or Grading System Legend (see example below).

Symbol	Meaning	Grade Points Earned Per Semester Hour
A	Superior	4.00
A-	Excellent	3.80
B+	Great	3.75
B	Good	3.50
B-	Acceptable	3.25
C+	Above Average	3.00
C	Average	2.75
C-	Below Average	2.50
D	Passing	1.75
F	Failing	0

Grades not included in GPA calculation:

S	Satisfactory in a Pass/Fail course
U	Unsatisfactory in a Pass/Fail course
W	Withdrawn, no grades yet assigned
WP	Withdrawn, passing at the time of withdrawal
WF	Withdrawn, failing at the time of withdrawal

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