

ALBION COLLEGE TRANSCRIPT KEY

GENERAL INFORMATION: Albion College is an independent, co-educational, four-year liberal arts residential college founded more than 170 years ago and committed to the liberal arts tradition. Historically related to the Methodist church, the college is dedicated to preserving the values of the past, to serving the needs of the present and to anticipating the goals of the future. The college offers two degrees: Bachelor of Arts and Bachelor of Fine Arts.

ACCREDITATION: Albion College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Secondary Schools, American Association of Colleges for Teacher Education, American Chemical Society, National Association of Schools of Music and many individual programs are recognized in their respective fields.

CREDIT SYSTEM: 1 unit is equivalent to 4 semester hours or 6 quarter hours

KEY TO GRADES: (Effective 1985 to present)

4.0	A	Outstanding
3.7	A-	
3.3	B+	
3.0	B	Good
2.7	B-	
2.3	C+	
2.0	C	Satisfactory
1.7	C-	
1.3	D+	
1.0	D	Poor
0.0	F	Failing
I	0.00	Incomplete
NR	No Report of a grade – Does not affect GPA	
W	Authorized Withdrawal – Does not affect GPA	
P	Satisfactory progress; grade deferred until completion of study. Does not affect GPA	
CR/NC	Credit/No Credit. Grade of CR represents a grade of 2.0 or better. Does not affect GPA	
T	Transfer credit	
AP	Advanced Placement credit	



REPEAT COURSES	Original and repeated grades appear on the transcript and are noted to the right of the quality points. An E = Exclude; and I = Include. For non-repeatable courses only the most recent grade is counted in the grade point average and for meeting graduation requirements. (Effective 8/31/71).
AUDITED COURSES	Students complete all assignments, receive a numeric grade but do not receive credit or points. Does not affect GPA.
GRADUATION REQUIREMENTS	BA: 32 units for students who entered the college Fall 2000 and later. BFA: 34 units. 31 units for students who entered the college prior to Fall 2000. 2.0 cumulative GPA average in all course work, completion of core requirements, complete one major with a 2.0 cumulative GPA average, pass the Writing Competence Examination.
SCHOLASTIC STATUS	A student whose cumulative average is below 2.0 at the close of a semester is placed on academic probation until the close of a semester for which his/her accumulative average is 2.0 or above.
WITHDRAWALS	A student may withdraw from a course up to and including the Friday of the tenth academic week of the semester. Performance in the course is recorded as a grade of W.
COURSE NUMBERING	Tutorials will reflect the course number with the letter T. Honors courses will reflect the course number with the letter H.
GRADING SYSTEM PRIOR TO FALL 1985	4.0 = Outstanding; 3.0 = Good; 2.0 = Satisfactory; 1.0 = Poor; 0.0 = Failing (Note: Intermediate grades of 3.5, 2.5, or 1.5 may be awarded). I = Incomplete; W = Withdrew with permission; P = Satisfactory progress; CR/NC = Credit/No Credit. Grade of CR represents a grade of 2.0 or better.
GRADING SYSTEM PRIOR TO 1973	A = 4.0, Excellent; AB = 3.5; B = 3.0, Good; BC = 2.5; C = 2.0, Satisfactory; CD = 1.5; D = 1.0, Poor; DE = 0.5; E = 0.0, Failing; I = Incomplete; W = Withdrew with permission (WP/WF in effect from 1965-1971); PS/F = Pass or Fail. Pass is equivalent to a D or better; does not affect the grade point average. CR/NC applies only to P.E. Activity Courses.
GRADING SYSTEM PRIOR TO 1965	A = 3.0, Excellent; B = 2.0, Good; C = 1.0, Average; D = 0.0, Merely passing; E = -1.0, Failing; I = Incomplete; W = Withdrew within 5 weeks; WP = Withdrew passing after 5 weeks; WF = Withdrew failing after 5 weeks.
GRADUATION REQUIREMENTS PRIOR TO 9/55	Students were required to complete 120 semester hours plus 4 semesters of non-credit P.E. courses. Prior to 9/66, students were required to complete 124 semester hours, including 4 semester hours in required P.E. activity courses.
CONFIDENTIALITY OF INFORMATION	In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, you are hereby notified that the attached information has been forwarded to you at the request of the student with the understanding that it will not be released to other parties. Any alteration of transcript information is strictly forbidden.
DIRECT ANY QUESTIONS TO	Office of the Registrar, 611 E. Porter Street, Albion, Michigan 49224 Telephone: 517-629-0216 FAX: 517-629-0476 E-mail: Registrar@albion.edu