

**COURSE ABBREVIATIONS**

	Letter	Grade Point
ACC Accounting	A	4.00
ANB Animal Behavior	AB	3.50
ANP Anatomy and Physiology	B	3.00
ART Art	BC	2.50
ASC Actuarial Sciences	C	2.00
ATH Athletic Training	D	1.00
AVS Aviation Science	F	0.00
BIO Biology	AU	
BUS Business Administration	S	
CCH Coaching	U	
CCS Cross Cultural Seminar	L	
CHE Chemistry	W	
CHL Challenge	IP	
CMP Computational Science	LB	
COM Communication	NR	
CSC Computer Science	NC	
ECO Economics		
EDU Education		
ENG English		
ENV Environmental Science		
ESC Exercise Science		
ESL English as a Second Language		
EUS European Studies		
EXP Exercise Physiology		
FAR Fine Arts		
FRE French		
FYS First Year Seminar		
GEO Geography		
GEN General Engineering		
GER German		
GRC Graphic Communication		
HCA Health Care Administration		
HED Health Education		
HIS History		

**CALENDAR**

4-1-4 plus two six-week summer sessions through Summer 1996.  
As of Fall 1996: Fall Semester (Sept-Dec); Winter Session (Jan, two or three weeks); Spring Semester (Jan-May); Summer Sessions: Summer I (three weeks), Summer II and III (six weeks each).

**CLASSIFICATION**

Freshman, 0-27 credits; sophomore, 28-59 credits; junior, 60-91 credits; senior, 92 or more credits.

**COURSE NUMBERING SYSTEM**

100-299: Generally lower level undergraduate courses  
300-499: Generally upper level undergraduate courses  
Above 500: Graduate Level Courses

**CREDITS/HOURS**

The unit of credit is the semester hour.

**DROP/WITHDRAWAL POLICY**

Students may drop one or more courses or withdraw from all courses during the first eight weeks of a semester without penalty to the GPA.

**FYS DESCRIPTION**

First Year Seminar is a one semester course taken by freshmen to initiate them into the academic life of the university and introduce the intellectual ideas at the heart of liberal studies. It develops the skills of reading, writing, oral presentation, group work and information technology necessary for academic achievement at the college level. First Year Seminar was discontinued after the 2010-2011 academic year.

**GROSS CULTURAL SEMINAR**

The cultural seminar, which is taken in the first semester, begins the exploration of culture through the study of one's own culture and a different culture. The course develops oral communication skills through critical reading and discussion.

**COMPUTER GENERATED TRANSCRIPT LEGEND**

ATTEMPT Credits taken through classroom work. Used for certification of enrollment.  
EARNED Credits which count towards degree (QUALCR plus SATISFY).  
SATISFY Credits taken pass/fail, satisfactory/unsatisfactory. CLEP, AP retroactive credits, credit by examination (departmental) or through prior learning.

QUALCR Grade-point average. GRD PTS divided by QUALCR Grade points.

GRD PTS Grade-point average. GRD PTS divided by QUALCR Grade points.

**TRANSCRIPT GUIDE**

	Letter	Grade Point
HON Honors	A	4.00
HSC Health Sciences	AB	3.50
IDS Interdisciplinary Studies	B	3.00
IOP Off-Campus Programs	BC	2.50
IST Interdepartmental Studies	C	2.00
LAT Latin	D	1.00
LEA Organizational Leadership	F	0.00
MAT Mathematics	AU	
MUS Music	S	
MTY Music Therapy	U	
NCE New Cultural Experiences Program	L	
NRS Nursing (Carroll University)	W	
NUR Nursing (CarrollCCON)	IP	
OTH Occupational Therapy	LB	
PBH Public Health	NR	
PED Physical Education	NC	
PHA Physician Assistant		
PHI Philosophy		
PHY Physics		
POL Politics		
PPE Philosophy, Politics, and Economics		
PSY Psychology		
PTH Physical Therapy		
REC Recreation Management		
REL Religion		
RUS Russian		
SOC Sociology		
SBM Small Business Management		
SPA Spanish		
SRM Sports & Recreation Administration		
SWK Social Work		
THE Theatre Arts		
WRI Professional Writing		
WST Women's Studies		

**DEFINITIONS OF DEGREES AND PROGRAMS**

BA	Bachelor of Arts
BME	Bachelor of Music Education
BS	Bachelor of Science
BSMT	Bachelor of Science in Medical Technology
BMY	Bachelor of Music Therapy
BSN	Bachelor of Science in Nursing
MBA	Master of Business Administration
MED	Master of Education
MOT	Master of Occupational Therapy
MPAS	Master of Science in Physician Assistant Studies
MPT	Master of Physical Therapy
MSE	Master of Software Engineering
MS	Master of Science
DPT	Doctor of Physical Therapy

**GENERAL DEGREE REQUIREMENTS**

Students must earn 128 credits for the BA, BS, BME, BMY and BSN degrees. For the BSMT degree, students earned 102 credits at Carroll and successfully completed a year of clinical training elsewhere. Prior to 1987, 120 credits were required for the BA and BS and 104 credits for BSMT. Each Graduate program determines their own credit hour requirement. Refer to the University Catalog (<http://www.carrollu.edu/academics/catalog.aspx>) for further details.

**GRADUATION HONORS FOR UNDERGRADUATE DEGREES**

To graduate with honors a student must have completed at least 64 letter graded courses at Carroll University. The lower of the overall and Carroll GPAs are used to determine honors.

Summa Cum Laude	3.90 to 4.00
Magna Cum Laude	3.60 to 3.89
Cum Laude	3.40 to 3.59

	<b>Repeating Coursework Graded C, D or F at Carroll University</b>
	Effective July 2011, any Carroll University credit earned with a C, D or F grade may be retaken at Carroll one time only for any given course. Both the C, D or F grade and the repeated grade will be recorded on the Carroll University transcript, but only the last grade awarded will be used in the appropriate grade point calculations. A student may not replace a Carroll University earned C, D, or F with transfer credit. Prior to July 2011, only courses graded D or F were repeatable.
	<b>Repeating Transfer Coursework Graded C, D or F</b>
	Effective July 2011, any transfer credit with an earned C, D, or F may be retaken one time only for credit with a similar course at Carroll University or at another accredited institution as approved by the Registrar. Both the C, D or F grade and the repeated grade will be recorded on the Carroll University transcript, but only the last grade awarded will be used in the appropriate grade point calculations. Prior to July 2011, only courses graded D or F were repeatable.
	<b>TRANSFER COURSES</b>
	Only courses accepted for transfer will appear on this transcript.
	<b>AUTHENTICATION OF RECORD</b>
	A transcript is official when it bears the facsimile signature of the Registrar, the Carroll University seal and is dated. The background of this transcript is blue and the Registrar's signature is in red. Further authentication can be obtained by calling (262) 524-7208. If photocopied, the word COPY will appear in the background. Alteration to the transcript will result in brown stains and/or white areas.
	<b>TO TEST FOR AUTHENTICITY</b> Translucent icon of a globe MUST appear when held toward a light source. 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.
	<b>CARROLL UNIVERSITY•CARROLL UNIVERSITY•CARROLL UNIVERSITY</b>
	<b>ADDITIONAL TESTS</b> The institutional name and the word COPY appears on alternate rows as a latent image. 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. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (262) 524-7208.
	<b>ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!</b>
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