







## EXPLANATORY NOTES

### Academic Transcript and Release of Records

The academic transcript provides the full record of a student's academic results and performance. This record may not be released to any other party without the written consent of the student, in accordance with Personal Data (Privacy) Ordinance established in 1996.

### Calendar

The academic year begins on 1 September and ends on 31 August of the following year. There are four terms in each academic year, namely Fall, Winter, Spring and Summer. Fall and Spring are regular terms with thirteen weeks of scheduled classes.

### Degree Awarded

The undergraduate programs offered by the University all lead to honors degrees. The University also offers postgraduate programs leading to master degrees, doctoral degrees and graduate diplomas.

### Credit Unit

Credit units are earned through the completion of courses and other assessed learning activities. For undergraduate courses, one credit unit generally represents 40 to 50 learning hours. For postgraduate courses, one credit is normally designated for one lecture, one tutorial or three laboratory/field study hours per week.

### Grading

Students receive a grade in each course in which they are enrolled. Transfer credits and courses graded HP/P/LP/U/Y, AU, CR, DI, DN, I, IP, P, PA, PP, PS ,T and W are omitted from the calculation of grade point averages.

Letter Grade	Definition for Undergraduate Course	Definition for Postgraduate Course
A+, A, A-	Excellent Performance	Excellent Performance
B+, B	Good Performance	Good Performance
B-	Good Performance	Marginal Performance <sup>①</sup>
C+, C	Satisfactory Performance	Marginal Performance
C-	Satisfactory Performance	-
D	Marginal Pass	-
F	Failure	Failure

Other Grade	Definition
AU	Audited
CR	Credit
DI	Distinction
DN	Distinction
I	Incomplete
IP	In Progress <sup>②</sup>
P	Pass, Ungraded
PA	Pass, Graded
PP	Permitted to Proceed
PS	Pass, Graded
T	Transferred
W	Withdrawal without Penalty

HP/P/LP/U/Y Grade ( used in Executive Programs )	Definition
HP	High Pass
P	Pass
LP	Low Pass
U	Unsatisfactory
Y	Incomplete

① Definition revised from 'Good Performance' from 1999-2000 Fall

② Ceased to be used from 1997-98 Fall

### Grade Averages

With effect from 2010-11 Spring, the University adopted a 4-point grading system to replace the 12-point system that had been used since 1991-92 in the calculation of grade averages. The following grade averages are calculated:

**TGA** (Term Grade Average): TGA is calculated across all courses taken in a term.

**CGA** (Cumulative Grade Average): CGA is calculated for all the courses earning grade points completed since first registration in a program up to the point of calculation.

**GGA** (Graduation Grade Average): GGA is the student's CGA adjusted by excluding courses from the calculation under established University rules.

**MCGA** (Major Cumulative Grade Average) is calculated based on the grade points earned for the courses used to fulfill the major requirements and the requirements of the corresponding School or Interdisciplinary Programs Office, where appropriate. For students admitted in 2018-19 academic year or after, the classification of awards is based on a two-tier system of MCGA and overall CGA.

Before 2010-11 Spring, SGA (Semester Grade Average) was used:

**SGA** (Semester Grade Average) is the combined grade average covering all courses taken in Fall including the following Winter or Spring including the following Summer.

The following table shows the conversion of 12-point and 4-point grading system:

Course Grade Point	12-point System (1991-92 Fall to 2010-11 Winter)		4-point System (effective from 2010-11 Spring)	
	Letter Grade	Course Grade Point	Letter Grade	Course Grade Point
12	A+	4.3		
11	A	4.0		
10	A-	3.7		
9	B+	3.3		
8	B	3.0		
7	B-	2.7		
6	C+	2.3		
5	C	2.0		
4	C-	1.7		
-	D+	-		
2	D	1.0		
-	D-	-		
0	F	0		

Further information about the academic transcript is available at <http://transcript.ust.hk>. Please email all queries to the Academic Registry of the University at [transcript@ust.hk](mailto:transcript@ust.hk).

The Hong Kong University of Science and Technology issues some official documents in electronic format which are verifiable. The Blockcerts technology is adopted in registering and verifying the electronic documents in the format of a JSON file.

The JSON file and the associated URL are issued to the graduates/students who may pass them to other parties at their discretion. After successful verification of the JSON file at the University official website (<https://registry.ust.hk/verify>), an authenticated copy of the document can be viewed or downloaded in formats such as PDF or HTML.



Transcripts, Certification and Diploma Department

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## **University of Michigan Statement of Authenticity**

Transcript of: Qiurui Ma

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University Registrar

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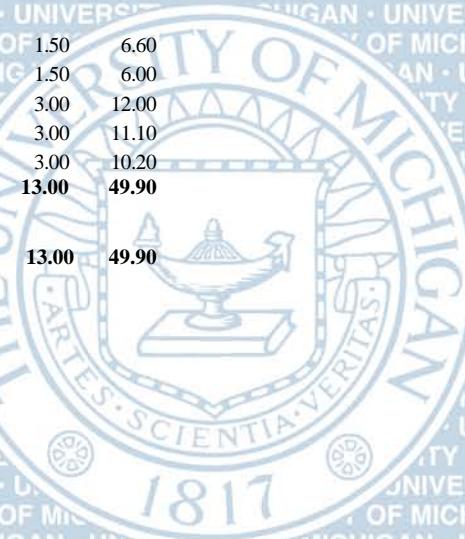
BEGINNING OF UNDERGRADUATE RECORD

Fall 2019	Undergraduate Business Admin	Grade	Hours	MSH	CTP	MHP
	DANCE 100	Intro to Dance Modern	A	1.00	1.00	4.00
	ECON 602	Microecon Theory II	A+	1.50	1.50	6.60
	ECON 604	Microecon Theory IV	A	1.50	1.50	6.00
	ECON 617	Game Theory	A	3.00	3.00	12.00
	EECS 558	Stochastic Contrl	A-	3.00	3.00	11.10
	MATH 663	Nonlinear Prog	B+	3.00	3.00	10.20
	<b>Term Total</b>			<b>13.00</b>	<b>13.00</b>	<b>49.90</b>
	<b>Undergraduate Business Admin</b>					
	<b>Cumulative Total</b>			<b>13.00</b>	<b>13.00</b>	<b>49.90</b>

END OF UNDERGRADUATE RECORD

End of Transcript

Total Number of Pages 1



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## TRANSCRIPT GUIDE

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### **DEFINITION OF AN OFFICIAL TRANSCRIPT**

An Official Transcript is one that has been received directly from the issuing institution. It must bear the University seal, date and signature of the registrar. Transcripts received that do not meet these requirements should not be considered official and should be routinely rejected for any permanent use. This definition of an official transcript has been endorsed by the Michigan Association of Collegiate Registrars and Admissions Officers.

### **ACCREDITATION**

The three campuses of the University of Michigan are accredited by the North Central Association of Colleges and Schools - Higher Learning Commission. Many of the departments and programs within the University are also accredited by various agencies. Detailed information about these agencies and the accreditation process is available from the Dean's office of each academic unit.

### **CALENDAR**

The University of Michigan operates under the trimester calendar. A unit of credit is a semester hour.

### **ELIGIBILITY FOR ENROLLMENT**

Unless otherwise indicated, a student is eligible to enroll.

### **EXPLANATION OF COLUMN HEADINGS**

HRS = Elected Hours/Units; MSH = GPA Semester Hours; CTP = Credit Toward Program; MHP = GPA Honor Points.

### **ABBREVIATIONS FOR CREDIT CONDITIONS**

AGC = Approved for Graduate Credit; CBE = Credit by Exam; DCO = Degree Credit Only; NDC = Not for Undergraduate degree credit; NFC = Not for Credit;  
NGD = Not for Graduate Degree Credit; REP = Repetition.

### **STUDY ABROAD**

Study abroad credit is considered upper level unless otherwise noted.

### **LETTER GRADES**

9.0 GRADING SCALE (A+ through B = Pass unless otherwise noted)

A+ = 9.0; A = 8.0; A- = 7.0; B+ = 6.0; B = 5.0; B- = 4.0; C+ = 3.0; C = 2.0; C- = 1.0; D+ = 0.0; D = 0.0; D- = 0.0; E = 0.0.

### **4.4 GRADING SCALE**

A+ = 4.4; A = 4.0; A- = 3.7; B+ = 3.4; B = 3.0; B- = 2.7; C+ = 2.4; C = 2.0; C- = 1.7; D+ = 1.4; D = 1.0; D- = 0.7; E = 0.0.

### **4.3 GRADING SCALE**

A+ = 4.3; A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; D- = 0.7; E = 0.0.

### **4.0 GRADING SCALE**

A+ = 4.0; A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; D- = 0.7; E = 0.0.

### **ADDITIONAL GRADES**

EX = EXCELLENT; GD = GOOD; PS = PASS; LP = LOW PASS; F = FAIL (EX, GD, PS and LP = Pass)

CR = Credit; NC = No credit; S = Satisfactory; U = Unsatisfactory; P = Pass; F = Fail

I = Incomplete (I OR IL followed by a letter grade indicates an initial incomplete that has been given a final grade.); NR = No grade reported;

## = Grade not submitted; ED = Unofficial drop; VI = Audit or Visit; W = Withdrew from course; Y = Extended multi-term class

M = Marginal; IPL = Incomplete Permanent Lapse; NRC = No Record COVID, a non-passing grade used to address a global pandemic

**COMPUTATIONS FOR TERM OR CUMULATIVE GPA:** Term GPA = Term MHP/Term MSH; Cumulative GPA = Cumulative MHP/Cumulative MSH; Example: 42.0 MHP/12.0 MSH = 3.5 GPA.