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SSN: XXX-XX-4912

Gage Farmer 6340 State Route 56 SE London OH 43140

Office of the University Registrar • 1 College and Main • Columbus, OH 43209-2394 • Phone 614-236-6150 • Fax 614-236-6753

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Office of the	Universi	ty Registrar • 1 College and Main •	Columbus, OH 4320	9-2394	Phone 6	14-236-6	150 • Fax 614-236-67
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A GUIDE TO THE TRANSCRIPT

GENERAL INFORMATION

ACCREDITATION

Capital University is accredited by the North Central Association of Colleges and Secondary Schools and holds membership in the Association of American Colleges and the Ohio College Association.

In addition, various disciplines of the University are accredited by or hold memberships in the following: Accreditation Council for Business Schools Programs, American Association of Colleges for Teacher Education, American Association of Colleges of Nursing, American Chemical Society, Association to Advance Collegiate Schools of Business, Commission of Collegiate Nursing Education, Council on Social Work Education, National Association of Schools of Music, National Council for Accreditation of Teacher Education, Ohio Board of Nursing and Ohio Department of Education.

COURSE NUMBERING SYSTEM

Prior to 1968

Capital used a 3-digit course numbering system with courses numbered in the 100s intended for freshmen, 200s for sophomores, 300s for juniors, and 400s for seniors 1968-1976

A 2-digit number system was used. Undergraduate courses numbered 10-19 signified introductory level, 20-39 intermediate level, and 40-99, advanced-level courses. 1976-Present

The University instituted a 3-digit number system defined as follows:

001-099 courses representative of special or developmental programs:

100-299 courses serving as a basic introduction to a program of study – such courses normally taken by freshmen and sophomores:

300-499 courses usually requiring some previous exposure to the area of study - such courses normally taken by juniors and seniors;

500-599 courses can be either graduate or undergraduate;

600-899 courses offered by graduate programs and the Law School.

All MBA 100 level courses are graduate prerequisite courses in the MBA program.

UNIT OF CREDIT

SEMESTER HOUR (one semester hour = 50 instructional minutes).

UNDERGRADUATE

UNDERGRADUATE CALENDAR:

Prior to 1968 - Semester System.

1968-1979 - 4-1-4 plan - Two semesters and a one-month (January) interim.

1979-Present - Early Semester Calendar with two eight-week modules within each semester.

GRADING SYSTEM

Fall 2001 - Present A= 4.00 points A= 3.67 points

C-=1.67 points D+=1.33 points D=1.00 points B+= 3.33 points B= 3.00 points B-= 2.67 points

F=0 points
FX (Failure due to absence)=0 points C+= 2.33 points FI (Failure due to violation of University C= 2.00 points Academic Integrity Standards)=0 points

Present and Prior to 2001

I = Incomplete H = Audit

K = Transfer Credit

N = No report (Instructor did not submit a grade)

NC = No Credit Granted

P-F = Pass-Fail Option effective 1st semester 1981-82 (Grades of D or better= P. F is calculated into the GPA.)

PR = Course in Progress (Prior to 1st semester 1981-82 symbol was a P.)

S/U = Satisfactory/Unsatisfactory in effect 1974-75 through Summer, 1981 (S was normally grade of C or better.)

W = Withdrawn
* = Non-Computed Credit

= Repeated Courses

R = Course repeated in a later term

Prior to Fall 2001

A = 4.00 points A- = 3.75 points D+=1.50 points D=1.00 points B+=3.50 points F=0 points

B = 3.00 pointsFX (Failure due to absence)=0 points B- = 2.75 points FI (Failure due to violation of University C+ = 2.50 points Academic Integrity Standards)=0 points WP = Withdrawn Passing

C = 2.00 points C-=1.75 points WF = Withdrawn Failing

SPECIAL NOTES:

- President's, Provost's and Dean's lists are afforded undergraduate students who meet the requirements as stated in the Undergraduate Bulletin and are classified as degree candidates. (Non-degree students are not eligible for Academic Distinction.)
- Class Rank Per action of the faculty, the ranking of students is no longer provided. Disciplinary actions are not posted on the academic record. Disciplinary records are
- maintained by the Student Affairs office.

MASTER OF BUSINESS ADMINISTRATION

CALENDAR: Trimester

GRADING SYSTEM (See Undergraduate)

SPECIAL NOTES

MBA 100-level courses not computed in GPA. All MBA 100-level courses are graduate prerequisites

in the MBA program. Prior to January 1, 2001, MBA courses were GSA courses.

MASTER OF MUSIC IN MUSIC EDUCATION

CALENDAR: Semester

GRADING SYSTEM (See Undergraduate)

MASTER OF SCIENCE IN NURSING

CALENDAR: Trimester

GRADING SYSTEM: (See Undergraduate)

SPECIAL NOTES:

GPA is calculated on all nursing courses completed as well as any courses completed through the Law School, Seminary, or Master of Business Administration. Adult program and MBA 100level courses not calculated in GPA.

ADULT AND CONTINUING EDUCATION

Effective February 1, 1979, Capital University began providing a means by which students could pursue a baccalaureate degree via non-traditional techniques as encompassed in the adult program. As with our traditional programs of study, students pursuing their degrees through the adult program must satisfy all degree requirements as stated in the University Bulletin. Capital University's adult program provides the opportunity to integrate life experience into a learner-centered academic degree program

CALENDAR: Trimester

TRANSCRIPT FORMAT

- 1979-81 Narrative Transcript
- 1981-82 Traditional Record plus Narrative
- Beginning 1982-83-present Traditional Record with all courses recorded thereon.

GRADING SYSTEM

- 1979-82 No grades assigned except as noted within the narrative evaluations of coursework completed in the adult program. Grade point averages are not calculated.
- 1982-present Grades are recorded on the traditional record and grade point averages calculated. (See Undergraduate)

GRADUATION REQUIREMENT

- 1979-81 41-course requirement (students transferring from the Union for Experimental Colleges and Universities have only a 36-course requirement).
- 1981-Present As stated in the Undergraduate Bulletin

For the Capital University Law School, please call 614-236-6440.

Capital University

SECURITY FEATURES

The face of this document prints in purple with a custom pantograph throughout the body. Attempts to alter this document will result in the following: a brown stain with the application of bleach, black specks with the application of solvent-based ink eradicators and "void" will appear if attempts are made to photocopy. This form also contains toner-grip, which prevents the laser toner image from being lifted off the paper with tape. The appearance of any of the above constitutes an altered or fraudulent copy. In addition, fluorescent fibers will appear as yellow green under black light on this document. The signature of the University registrar is white on a purple background and will distort or disappear when photocopied. The name of the institution appears in white type over the face of the entire transcript and disappears or distorts when photocopied