

College

Registrar's Office

49 Old Mill Road • Coldwater, CO 28945

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CEEB code: 3005 • Website: www.college.edu

Transcript Legend

Accreditation

College is accredited by the Association of Schools and Colleges, Inc.

History

College was founded in 1925 by a group of citizens in the town of Coldwater Co., and opened its doors to thirty-nine students in 1926. We are an independent, coeducational, liberal arts college of approximately 500 students, with programmatic focus on the environment and solar resources.

Grading System

Fall 1982 to Present

Grade	Quality Point	Used in GPA
A Excellent	4	Y
B Good	3	Y
C Satisfactory	2	Y
D Poor, but Passing	1	Y
F Fail	0	Y
I Incomplete	0	N
W Withdrawal	0	N
S Satisfactory	0	N
U Unsatisfactory	0	N

Prior to 1982

A Excellent	4	Y
B Good	3	Y
C Satisfactory	2	Y
D Poor, but passing	1	Y
NC No Credit	0	N
I Incomplete	0	N
S Satisfactory	0	N
U Unsatisfactory	0	N

Prior to 1975

Grade	Quality Points	Used in GPA
A Highest Honors	3	N
B High Honors	2	N
C Pass	1	N
I Incomplete	0	N

Prior to 1975

A Excellent	4	Y
B Good	3	Y
C Satisfactory	2	Y
D Poor, but passing	1	Y
F Fail	0	Y
I Incomplete	0	N
WP Withdrawal Passing	0	N
WF Withdrawal Failing	0	N

Course Numbering

Courses numbered in the 1000 are introductory. Courses in the 2000 are intended for students who are sophomores or above. The 3000 level courses are for juniors and seniors. The 4000 are generally intended for students specializing in a given academic area.

Repeated Courses

Students with a need to earn a higher grade may repeat a course previously taken; both the first and subsequent enrollments and grades will be a permanent entry on the academic record and transcript. The highest grade will be used in computing the cumulative grade point average. No additional credit will be granted for the repeated course.

Privacy Act

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, this record is not to be released to a third party without written permission from the student.

Credits and Hours

College's credit hour is a semester hour, the standard measure of progress toward a degree at most institutions. For most standard lecture courses it represents 50 minutes of class time each week of the semester. The class time and credits will vary, however, for other types of courses, such as laboratory sciences, studio arts, and field-oriented courses. For further information on course credit hours, please contact the registrar.

Transcript Validation and Authenticity

This is an official transcript only if stamped with the official seal of the college on the front of each page. Transcripts issued to students will have "ISSUED TO STUDENT" stamped prominently across the page. This Transcript contains Security Features on the reverse side. Verify Authenticity by noting the transparent WaterMark of our Seal. The WaterMark is visible from both sides of the paper.

TRANSCRIPT INFORMATION

THE COLLEGE

SOSO College	October 1992 to Present
SOSO College of Business	January 1971 to October 1997
Soso Business College	January 1885 to January 1871

ACCREDITATION

Institutional	Accrediting Council for Independent Colleges and Schools (ACICS)
Programmatic	Commission on Accreditation of Allied Auto Education Programs (CAAHEP) American Veterinary Medical Association (AVMA)
Licensure	Minnesota Office of Higher Education

UNIT OF CREDIT

Quarter Hour	12-week quarter
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GRADING SYSTEM

Effective Fall 2005

A	Excellent (4.0) Indicates a superior grasp of material earned through excellent performance on assignments and examinations and is a strong indication of career success.
B	Good (3.0) Indicates a good level of proficiency and is a strong indication of career success.
C	Satisfactory (2.0) Indicates a satisfactory level of achievement to enable successful employment or completion of further course work.

D	Unsatisfactory (1.0) Indicates a marginal level of achievement.
F	Fail (0) Indicates unsatisfactory performance. Students earning a grade of "F" in any required course must repeat that course satisfactorily prior to graduation.
F*	Fail (0) Indicates that a student has failed this course and, in a subsequent quarter, has retaken the course and successfully completed the requirements.
I	Incomplete (0) Indicates that a student has not completed all work required for the course because of some unusual event. Incomplete work must be made up. "I" grades may be given with the approval of the instructor and the Dean of Students. An incomplete grade not completed by the deadline will be changed to an "F" and will be included in the cumulative grade point average.
W	Withdrawal (0) Indicates that a student has withdrawn from the course prior to the end of the ninth week (75 percent) of the quarter.
N	Restricted to Keyboarding only (0) The "N" grade may be given to a student who has satisfactorily completed the production requirements of the class and has accomplished a speed level above 75% of minimum requirements but below 100%. The student may advance to the next-level course with a grade of "N". Failure to achieve the minimum speed requirements in the subsequent quarter will result in an "F" grade for the subsequent quarter. The "N" grade for the preceding quarter will remain until the student has met the minimum speed requirement for that course. The satisfactory completion of a higher-level keyboarding class automatically upgrades an "N" grade to a "C". Students not required to take the full keyboarding sequence must successfully complete all required keyboarding classes in their program prior to graduation.
P	Proficiency through advanced standing (0) Indicates that the student has earned credits for this course by successfully demonstrating proficiency through advanced standing or by documentation of comparable work experience.
TR	Transfer credits (0) Indicates that a student has earned transfer credits for this course at another institution.
AD	Audit (0) Indicates that a student audited this course and received no credit for the course taken.
WE	Work Experience (0) Indicates that a student has received credit for this course by successfully documented professional work experience closely related to the defined course work, or as elective credit(s).

Your Seal Here

OFFICE OF THE DEAN
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680-924-1XXX • WWW.XXXX.EDU

ACCREDITATION

So and so college was founded in 1935 and is accredited by the Middle States Commission of Higher Education and the Department of Education of the Commonwealth of Pennsylvania as a 2-year Associates degree granting institution. SoSo is a member of the Association of Military Colleges and Schools of the United States, Pennsylvania Association of Colleges and Universities, Association for Independent Colleges and Universities of Pennsylvania and the Senior Division of the United States Army Reserve Officer Training Corps. SoSo is one of nine colleges in the United States authorized by the United States Army to commission students after the successful completion of 60 credits.

ACADEMIC CALENDAR

SoSo operates on a semester system with 15 weeks of instruction, excluding final exams, per semester. SoSo also offers a summer school session of 5 weeks of accelerated instruction.

ACADEMIC CREDIT

One unit of academic credit is awarded for fourteen hours of instruction received. A traditional 3-credit course is equivalent to a student receiving 42 hours of academic instruction, not including final exams.

GRADING SYSTEM

Credit for coursework prior to attending SoSo, i.e. transfer credit, military credit, advanced placement and credit by examination shows only as credit attempted and completed, only institutional credit is calculated into the student's GPA.

GRADES AND GRADE POINTS

Quality Points	Letter Grade	Percentage
4.0	A	95 - 100%
3.7	A-	91 - 94%
3.3	B+	89 - 90%
3.0	B	84 - 88%
2.7	B-	81 - 83%
2.3	C+	79 - 80%
2.0	C	73 - 78%
1.7	C-	71 - 72%
1.3	D+	69 - 70%
1.0	D	67 - 68%
0.7	D-	65 - 66%
0.0	F	0 - 64%

The GPA is determined by dividing the number of grade points received by the number of credits earned for the grades of the same courses.

OTHER TRANSCRIPT NOTATIONS

In addition to grades awarded, the following other marks may appear:

I Incomplete: Signifies course was not completed; awarded only for unusual or emergency situations in cases where successful completion of course work is beyond the student's control.

W Withdrawal: Beginning with the day after the add/drop period up to the exam week, a student following prescribed procedures may withdraw from a course without penalty.

WP Withdrawn Failing: Beginning with the day after mid-term exam to three weeks prior to the last day of class, a student following prescribed procedures may withdraw while passing a course.

WF Withdrawn Failing: Beginning with the day after mid-term exam to three weeks prior to the last day of class, a student following prescribed procedures may withdraw while failing a course.

AU Audit: The status of a student who registers for and participates in a credit course on a non-credit basis.

DN/SP Developmental: Awarded for a course which is not considered a college level course, credit is not granted for completion of the course but the course grade is calculated into the student's career GPA.

TR Transfer: Signifies a course taken at another institution which was a "C" or higher; which was transferred into the student's degree program for credit.

R Repeat: Signifies a course which a student repeated, students may repeat a course in which they received a "D" or lower. The prior grade will be removed from the calculation of the GPA. It will remain on the student's transcript. The most recent grade will be used in the calculation of the GPA.

NOTE: A degree awarded by SOSO will be annotated at the end of the transcript with the date awarded. Also noted will be academic honors obtained while in residence.

TRANSCRIPT VALIDATION

The face of this document has a blue background and the name and crest of the institution appears embedded as a watermark of the paper which may be read by holding the transcript up to a light and is visible from both sides of the sheet. The paper used is tamper-proof eliminating the need for signatures, raised seals or stamps. When photocopied, the word VOID appears prominently across the face of the entire document, invalidating the transcript for any official use. SOSO implemented a new secured transcript system in 2006; transcripts from prior to 2006 will have a raised seal and signature authenticating the document.