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So & So Academy

4804 S. Hermitage Ave.
Toledo, Ohio 44444
www.So&SoAcademy.com
800-555-0000

History: So & So Academy received its charter on April 29, 1940, with a vision of offering a liberal arts education through a holistic perspective. So & So Academy is a graduate-level institution offering a *Master of Arts Degree in Transformative Theories and Practices* through a distance-learning program.

Accreditation: The So & So Academy distance-learning Master's degree program is accredited through the accrediting commission of the Unique Education and Training Council (XXXX - 1 48TH ST NW - Suite 2 TOLEDO, CA 50099-2529 ph 555-222-1111 www.XXX.org). The XXX accrediting commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency. So & So Academy is licensed by the State Council of Higher Education for Virginia (SCHEV). In addition, certain curricula of the school are accredited by specialized accrediting agencies. Refer to www.SO&SO.edu for further details.

Calendar: Effective January 1, 2011, courses are offered in a 15-week format. Prior to that date, courses could be completed over a 6-month period.

Credit Hour: The unit of credit used at So & So Academy is the semester hour. Most So & So Academy courses are 3 credit hours each. Graduation from So & So Academy requires satisfactory completion of course work from either our 37 credit hour program or our 40 credit hour program, with a grade-point average of at least 3.0.

Course Identification System: All courses are graduate level courses and include the course number and course title as the descriptor.

Grading System: So & So Academy uses a four point grading system.

3 Credit Hour Course(s):

<u>Grade</u>	<u>Descriptor</u>	<u>Quality Grade Points</u>	<u>Credit Hours</u>
A	Excellent	4	3
B	Above Average	3	3
C	Average	2	3
INC	Incomplete	0	0
F	Fail	0	0
W	Withdrawn	0	0
NS	Non-Start	0	0
AU	Audited without Credit	0	0
AW	Administrative Withdrawal	0	0

1 Credit Hour Course(s):

<u>Grade</u>	<u>Descriptor</u>	<u>Quality Grade Points</u>	<u>Credit Hours</u>
A	Excellent	1.33	1.0
B	Above Average	1.00	1.0
C	Average	.50	1.0
INC	Incomplete	0	0
F	Fail	0	0
W	Withdrawn	0	0
NS	Non-Start	0	0
AU	Audited without Credit	0	0
AW	Administrative Withdrawal	0	0

Grade Point Average: The grade-point average (GPA) is computed by dividing the total of quality grade points earned at So & So Academy by the total number of 3 Credit Hour Courses taken for which A through F have been received. (Note: Any 1 Credit Hour Courses will be computed as .33 in that Course number calculation.)

Repeated Courses: A student may repeat a course one time if the original grade was below a "C". When a student repeats such course, the previous grade for that course remains on the transcript, but only the most recent attempt is included in the calculation of the GPA.

Academic Drop and Withdrawal: A student may drop a course and add a different course with no penalty during the first month following his or her official start date for the course. Students in 5-month term courses may withdraw at any time during the first three months after the official start date of a course. Students in 15-week term courses may withdraw at any time during the first 8 weeks after the official start date of a course. Withdrawals that are initiated during the first month of a course will not be recorded on the student's academic record. After the first month, a grade of "W" will be recorded for the course.

Transcript Validation and Authenticity: A permanent, indelible and transparent watermark, which is embedded in the paper and is visible from both sides of the sheet, signifies an authentic document. Official transcripts bear the signature of the Registrar or Director of Student Services and Admissions with the So & So Academy logo appearing as the watermark. Hold up to the light to verify. Transcripts that have been copied will appear with the word "VOID" across the transcript paper and will NOT show a TRANSPARENT watermark.

The Family Education Rights Privacy Act of 1974, as amended, does not grant any other party access to this information without the written consent of the student/graduate.

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4804 S. Hermitage Ave. Toledo, Hawaii 48260
(110) 555-2222 FAX (110) 555-2222
www.so&so.edu

GRADING SYSTEM

Final grades are recorded only at the end of the semester. Grade reports will be available online to students through XXXX web. The grades used are as follows:

A (excellent)
B (good)
C (average)
D (failure on program core classes only)
F (failure)
I (incomplete)
IP (in progress)
WP (withdrew passing)
WF (withdrew failing)
AU (audit)

If a student officially drops from a course before the published withdrawal date of any semester, the course is recorded on the student's record, but not calculated in the GPA. Official recording dates for W's are listed in the Academic Calendar.

ACCREDITATION

Accrediting Bureau of Health Education Schools

DEGREES AWARDED

Dip Diploma
Cert Certificate

RELEASE OF INFORMATION

In compliance with the Family Educational Rights and Privacy Act of 1974, this information is transferred at the request of the student. The recipient will not permit any other party access to the information without the written consent of the student.

AUTHENTICITY: This Transcript contains an indelible WaterMark of our Logo. It is transparent and visible from both sides. Hold up to light to verify. Attempts to copy this document will result in the word "VOID" appearing on the copy.

COURSE NUMBERING SYSTEM

100 Lower level first year or freshman courses
200 Advanced first or second year courses

GRADE POINT AVERAGE

Grade point averages are computed by assigned values to each grade as follows.

A = 90 to 100
B = 80 to 89
C = 76 to 79
D = 70 to 75
F = 0 to 69
WP = No points (Before the drop date)*
WF = No points (after the drop date)
IP = In Progress*
AU = Audit*
NC = non credit course*

*Not used in the computation of grade point average.

Quality Points – A=4, B=3, C=2, D=1, F=0

TRANSFER CREDIT

Credit accepted from other institutions is shown with the number of semester credit or clock hours accepted from each institution. This institution will not issue copies of transcripts (High School, College, or University) or documents from other institutions.

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SO & SO ACADEMY

4804 S. Hermitage Ave. • Rolling Hills, CA 92349
555-222-1111 • Fax: 555-222-1111

Accreditation

So & So Academy, founded December 15, 1991, is accredited by Logical International Large University and The Accrediting Commission International, Inc. in Beebe, Arkansas, which is the largest non-governmental accreditation association.

Academic Calendar

So & So Academy operates on a trimester system. There are three trimesters per year and each trimester is four months long.

Grading System

Credit for coursework prior to attending So & So Academy such as transfer credit and life experience credit, shows only as credit attempted and completed. Only credits completed at So & So Academy is calculated in the student's GPA.

Grades and Grade Points

<i>Letter Grade</i>	<i>Percentage</i>	<i>Quality Points</i>
A+	97 - 100%	4.0
A	93 - 96%	4.0
A-	90 - 92%	3.7
B+	87 - 89%	3.3
B	83 - 86%	3.0
B-	80 - 82%	2.7
C+	77 - 79%	2.3
C	73 - 76%	2.0
C-	70 - 72%	1.7
D+	67 - 69%	1.3
D	63 - 66%	1.0
F	62 - below	0

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

I - Incomplete: Signifies work not completed; awarded when student is unable to complete his work because of circumstances beyond his control. This grade must be made up within six weeks or the grade automatically results in failure.

W - Withdrawal: A student may withdraw from a course.

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

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

R - Repeat: Signifies a course which a graduate student repeated, students may repeat a course in which they received a "C" 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.

LC - Life Credit: Signifies credit given for work and/or life experience.

Note: A degree awarded by So & So Academy will be annotated at the end of the transcript with the date awarded.

Privacy Act

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

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 along with the signature of the registrar. 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.

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ACCREDITATION

So & So Academy (S&SA) was founded in 1935 and is accredited by the Eastern States Commission of Higher Education and the Department of Education of the Commonwealth of Carolina as a 2-year Associates degree granting institution. S&SA is a member of the Association of Colleges and Schools of the United States, North Carolina Association of Colleges and Universities, Association for Independent Colleges and Universities of North Carolina and the Senior Division of the United States Marine Reserve Officer Training Corps.

ACADEMIC CALENDAR

S&SA operates on a semester system with 14 weeks of instruction, excluding final exams, per semester.

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 S&SA, i.e. transfer credit, advanced placement and credit by examination shows only as credit attempted and completed, only institutional credit is calculated in the student's GPA.

GRADES AND GRADE POINTS

Quality Points	Letter	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 for credit the following other administrative marks may appear:

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

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

WP Withdrawn Passing: Beginning with the day after mid-term exams to three weeks prior to the last day of class, a student following prescribed procedures may withdraw after receiving a passing mid-term grade.

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

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

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.

FN Failure Due to Non-Attendance: Per attendance policy non-attendance in a course results in failure of that course.

NOTE: A degree awarded by S&SA will be annotated at the beginning 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 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 official use.