# Key to Transcript

**Marking System – Grades**
Following are the letter grades assigned:
A, B, C, D, F, P, S, U

Following is a description of additional letter grades used:

- FA - failure (attendance-related unofficial withdrawal)
- H - appears beside course number of courses taken for honors credit at the undergraduate level (prior to Fall 2001)
- I - incomplete – not used in calculating grade point average
- N - no credit, non-punitive (assigned only in certain courses)
- NC - no credit (audit) – not used in calculating grade point average
- NR - grade not recorded
- W - withdrawal – not used in calculating grade point average
- WD - withdrawal (assigned only in developmental courses) – not used in calculating grade point average
- WP - withdrawal passing – not used in calculating grade point average
- WF - withdrawal failing – added into GPA hours to compute grade point average
- X - grade not submitted by instructor - not used in calculating grade point average
- E (* or RX) - repeated course or course taken in previous career
- I (R or RE) - repeating course
- A (X or RI) - repeating course previously completed with passing grade – no credit for additional hours earned
- . (# or FS) - grades not used in calculation of grade point average – used to denote Academic Fresh Start as well as undergraduate courses taken by graduate level students
- # - course used to clear high school deficiency, used in calculation of grade point average

**Quality Credits – Grade Point Average**
The following quality point system is used in determining the grade point average (GPA):

| | |
|---|---|
| For each credit hour of A: | 4.00 quality points |
| For each credit hour of A-: | 3.67 quality points |
| For each credit hour of B+: | 3.33 quality points |
| For each credit hour of B: | 3.00 quality points |
| For each credit hour of B-: | 2.67 quality points |
| For each credit hour of C+: | 2.33 quality points |
| For each credit hour of C: | 2.00 quality points |
| For each credit hour of C-: | 1.67 quality points |
| For each credit hour of D+: | 1.33 quality points |
| For each credit hour of D: | 1.00 quality points |
| For each credit hour of D-: | 0.67 quality points |
| For each credit hour of F: | 0.00 quality points |

Beginning Fall 1997, graduate courses may be graded as + or -. Beginning Fall 2000, undergraduate courses may be graded as + or -.

Beginning summer 2015, new transfer credits (regardless of term completed) are posted with a leading "T" on the grade and those grades are not calculated in the overall and overall combined GPAs.

The academic standing of a student is expressed in terms of grade point average which is calculated by dividing the total number of quality points by the total number of GPA hours.

**Course Numbering System Prior to Fall 2001**
Developmental Courses: 070-099
(not degree credit)
Undergraduate Courses: 100-499
Lower Division 100-299
Upper Division 300-499
Graduate Courses: 500-799

**Course Numbering System Beginning Fall 2001**
Developmental Courses: 0700-0999
(not degree credit)
Undergraduate Courses: 1000-4999
Lower Division 1000-2999
Upper Division 3000-4999
Graduate Courses: 5000-7999

**Course Titles**
Courses may be offered as Experiential Learning (EXL), Honors, or Study Abroad as indicated in the course title.

**Unit of Credit**
All work shown in semester hours.

**Retention Standards (Undergraduate)**
Beginning with the Spring 1994 term, an undergraduate student failing to meet one of the following standards during any term will be placed on academic probation for the subsequent term:

1. Attain a 2.00 GPA for the current term, or
2. Meet one of the following retention standards:

| | |
|---|---|
| 00-29.99 GPA hours: | 1.5 GPA |
| 30-49.99 GPA hours: | 1.8 GPA |
| 50 or more GPA hours: | 2.0 GPA |

A student on academic probation who fails to meet one of the above standards during the next term in which enrolled will be suspended.

Transcripts are incomplete until academic standing (i.e., Good Standing, Probation, or Suspension) is posted at the end of each semester. Once the next semester begins, academic standing is not recalculated even if grade changes are received unless a University error occurred.

Middle Tennessee State University is accredited by the Commission on Colleges of the Southern Association of College and Schools (SACS) to award associate's, bachelor's, master's, specialist's, and doctoral degrees. Go to http://catalog.mtsu.edu for other accrediting agencies and memberships.

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REVISED 08/15

**TO TEST FOR AUTHENTICITY**: Translucent globe icons *MUST* be visible from both sides 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.

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