

# The University of Kansas

Office of the University Registrar  
1450 Jayhawk Blvd., 151 Strong Hall  
Lawrence, KS 66045-7518  
(785) 864-4423



## KEY TO TRANSCRIPT OF ACADEMIC RECORDS

Campus Locations:  
University of Kansas - Lawrence  
Main, Edwards & West Campus  
1450 Jayhawk Blvd., 151 Strong Hall  
Lawrence, KS 66045-7518  
(785) 864-4423

University of Kansas - Medical Center  
3901 Rainbow Blvd.  
Mail Stop 4029  
Kansas City, KS 66160  
(913) 588-1048

**Accreditation:** The University of Kansas is accredited by the North Central Association of Colleges and Secondary Schools as a degree-granting institution at the baccalaureate, master, professional and doctoral levels.

**Issuing of Academic Transcripts:** University of Kansas official academic transcripts are produced and issued by the Office of the University Registrar and the University of Kansas Medical Center, Office of the Registrar.

**Release of Information:** This document cannot be released to a third party without the written consent of the student in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

**Academic Calendar:** The University of Kansas calendar is based on the semester system. A standard semester contains at least 16 weeks of instruction, including final exams. Summer sessions vary in length.

**USMLE:** Degree Requirements for School of Medicine students include a passing score on USMLE Step 1 and Step 2.

### Student Levels as defined by hours:

Freshmen 0-29 hours  
Sophomore 30-59 hours  
Junior 60-89 hours  
Senior 90 hours and up

### Grade Point Average (GPA)

The GPA is the quotient obtained by dividing the number of grade points earned by the number of hours attempted. University of Kansas Academic policy states that the GPA may be computed for

an entire academic record or for any segment thereof. GPA's reflected on this official transcript are segmented according to the specified student career.

**Student Career** designates the type of credit awarded and is assigned on the basis of the student's academic status and level of coursework. Courses are listed as follows:

Continuing Education  
Graduate  
Graduate KUMC  
Law  
Medicine  
Social Welfare Historical (applies to Summer 2003 and prior)  
Undergraduate  
Undergraduate KUMC

**A program** is the school in which the student is pursuing a degree.

Programs are listed as follows:

Allied Health	Journalism
Applied English*	Law Professional
Architecture, Design and Planning	Liberal Arts
Arts	Medicine
Business	Music
Education	Nursing
Engineering	Pharmacy
Fine Arts**	Social Welfare
University Special (non-degree seeking at KU)	

\*This program is necessary for those whose first language is not English. Once the student passes the English proficiency exam they are removed from this program.

\*\*The School of Fine Arts was disbanded in August 2009 and integrated into the Schools of Art, Architecture, Design and Planning and Music.

**A plan** is equivalent to a major, and a **sub plan** is a concentrated study of the plan.

**Transfer work:** Transfer credit hours are added to the "earned" hours of the first effective semester. If the transfer work was completed prior to entry at the University of Kansas, it will be reflected during the first in-residence semester. University of Kansas transcript will reflect only hours accepted from other institutions. Semesters, courses, GPA, and grades from other institutions will not appear on the official University of Kansas transcript.

**Test Credits:** Test credits are awarded when a student chooses to test out of a given course by taking a proficiency exam. Test credits do not count toward resident credit.

**Repeated Courses:** Courses taken Prior to Fall 2001, both courses count toward the GPA.

Courses taken Fall 2001 and after, that meet policy requirements, the first course will not count toward the GPA.

**Distinction and Highest Distinction** are scholastic honors awarded at the time of graduation by the student's college or school. No more than 10% of the class may receive such honors.

### Earned Hours

The earned hours column refers to hours earned towards a

degree. If a student record reflects zero in this column, it is due to one of the following situations: (1) Course was taken as a non-degree seeking student. The course was completed and the hours were earned but are not to be used for a degree at the University of Kansas, (2) Course was repeated and special exception has not been given to count the course toward the degree, (3) Course was taken through University of Kansas Continuing Education and therefore does not affect the overall KU GPA, (4) The course was undergraduate level taken by a graduate student and exception has not been granted to count the hours toward the undergraduate program of study.

### Grades and grading scale are indicated below:

**Scale 1:** All Schools except Law and Medicine (+/- option not used by all schools)

**Scale 2:** School of Law

Grade	Scale 1	Scale 2
A	4.0	4.0
A-	3.7	
B+	3.3	3.5
B	3.0	3.0
B-	2.7	
C+	2.3	2.5
C	2.0	2.0
C-	1.7	
D+	1.3	1.5
D	1.0	1.0
D-	0.7	
F	0.0	0.0

### Grade scale for courses offered by the School of Medicine:

SU	Superior	4.0
HS	High Satisfactory	3.0
S or SA	Satisfactory	2.0
LS	Low Satisfactory	1.0
U or Un	Unsatisfactory	0.0
WF	Withdrew Failing	0.0

**Grade point averages for courses taken at Kansas University prior to Fall 1970 were based on a 3.0 scale.**

### Grading scale through summer 1970:

Grade	Scale
A	3.0
B	2.0
C	1.0
D	0.0
F	-1.0

Negative grade points are assessed only once for the same course, and are not removed when a passing grade is earned. A grade-point deficiency exists when the sum of grade points is less than the sum of hours from which they are computed.

The following grades are NOT included in the calculation of any GPA that appears on this document:

### S/U Grading:

**S** Satisfactory (other than Medicine)  
**U** Unsatisfactory (other than Medicine)

### CR/NC Grading:

**CR** Credit. For schools of Law and Medicine, this grade means successful completion of a course.

For undergraduates, this grade is equivalent to "C-" or better. For graduates, this grade is equivalent to "C" or better.

### NC

No Credit. For schools of Law and Medicine, this grade reflects an unsuccessful attempt. For undergraduates, this grade is equivalent to "D+" or less. For graduates, this grade is equivalent to "C-" or less.

### Other Grades:

**I or IC** Incomplete work on the part of the student  
**P** Satisfactory Progress: An interim grade for course work requiring two semesters or more  
**NE** Course work NOT to be evaluated  
**WP** Withdrew passing (Used Fall 2006-Summer 2008)  
**WF** Withdrew failing (Used Fall 2006-Summer 2008)  
**W** Withdrew (Used prior to Fall 2006 and from Fall 2008 onward)  
**WG** Awaiting collection of grade

### Course Numbering System

The following is the course numbering system used since Spring 1974 at The University of Kansas:

1-99 Courses not applicable toward any degree.  
100-299 Freshman/Sophomore courses  
300-499 Junior/Senior courses  
500-699 Courses designed primarily for juniors and seniors. May also be taken for post-baccalaureate credit.  
700-799 Courses designed primarily for first year post-baccalaureate students. Open also to undergraduates for undergraduate credit.  
800-899 Courses designed primarily for first-year post-baccalaureate students.  
900-999 Courses designed primarily for students beyond the first-year of post-baccalaureate study.

### Course Numbering System

Course Numbering System: Fall 1929\*\* to Fall 1973

1-49 Freshman/Sophomore courses  
50-99 Junior/Senior courses  
100-199 Junior/Senior/Graduate courses  
200-299 Senior/Graduate courses  
300-399 Graduate courses

\*\*Prior to Fall 1929, see appropriate catalog.

### To Confirm Authenticity

Authentic printed transcripts are printed on security paper. The background color of the reverse side should be a multiple repetition of the words "The University of Kansas" in very small print. When the reverse side is photocopied, the word "Copy" should appear in very large print across the face. If liquid bleach is applied to the reverse side, "VOID" should appear in six different languages. There is a tan basket weave pattern on the opposite side along with a watermark that appears when held at an angle. Further authentication can be obtained by calling (785) 864-4423. Copies printed on plain paper are not considered official by the University of Kansas. **Any alteration or modification of this record or any copy thereof may constitute a felony and/or lead to student disciplinary sanctions.**

See our virtual transcript backer at [www.transcripts.ku.edu](http://www.transcripts.ku.edu) for additional information and/or changes since this stock was printed.