

The University of Kansas
Office of the University Registrar, 1502 Building
1502 Iowa Street
Lawrence, KS 66045-7576
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KEY TO TRANSCRIPT OF ACADEMIC RECORDS

University of Kansas official academic transcripts are produced and issued by:

Office of the University Registrar
1502 Building, 1502 Iowa Street
Lawrence, KS 66045-7576
(785) 864-4423

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Kansas City, KS 66160
(913) 588-7055

Additional details: For more information about the content referenced in this key, please visit:
www.registrar.ku.edu/transcripts

Accreditation: The University of Kansas is accredited by the Higher Learning Commission as a degree-granting institution at the baccalaureate, master, professional, and doctoral levels.

Release of Information: This document cannot be released to a third party without the explicit 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.

Credit Hour Definition: One hour of instruction and two hours of additional student preparation or effort per week over the semester. For Competency Based Education Programs 1 competency is equivalent to 1 credit hour.

Classification of Student Level: defined by earned credit hours:
First-year/Freshman: 0-29 credit hours
Sophomore: 30-59 credit hours
Junior: 60-89 credit hours
Senior: 90 credit hours and up

Earned Hours: If a student record reflects zero hours visit the University Registrar website for additional details.

Student Career: Indicates the level of credit awarded (e.g., undergraduate, graduate, law, or medical). The KU GPA is figured independently for each career.

Program: Indicates the school or college

Plan: Indicates specific area of study (e.g., degree, major, minor, certificate)

Subplan: Indicates concentration within the plan

Competency Based Education (CBE): KU began offering CBE programs in Fall 2026. More information available on the Registrar website referenced.

Transfer Work: Accepted credit hours are added to the earned hours of the first effective semester. Only hours accepted from other institutions are reflected.

Test Credits: Course credit awarded based on successful completion of an approved nationally recognized exam or a proficiency exam aligned with policy.

Repeated Courses: If the repeated courses were taken prior to Fall 2001, both courses count toward the GPA. If the courses were taken Fall 2001 and after, and meet policy requirements, the lower grade is not included in the calculation of the GPA.

Course Numbering System: The following is the course numbering system used Spring 1974 and after:

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

The Fall 1973 and prior course number systems are available on the additional details website.

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.

Grade Point Average (GPA): The GPA is the quotient obtained by dividing the number of grade points earned by the number of hours for which grade points are assigned.

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

University Grading Scale except Medicine (+/- optional)

Grade	Descriptor	Points Assigned
A	Outstanding quality	4.0
A-		3.7
B+		3.3
B	High quality	3.0
B-		2.7
C+		2.3
C	Acceptable quality	2.0
C-		1.7
D+		1.3
D	Minimally passing	1.0
D-		0.7
F	Not passing	0.0
M	Mastered (CBE)	4.0
NM	Not Mastered (CBE)	0.0

Grade	Descriptor	No points assigned
S	Satisfactory (other than Medicine)	
U	Unsatisfactory (other than Medicine)	
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.	
E	Excellent (Pharmacy Only)	
I or IC	Incomplete work on the part of the student	
P	Satisfactory Progress in which a grade will be given upon the completion of the course in a subsequent semester	
LP	Limited Progress: used only for courses designated as dissertation, thesis, or their approved equivalents	
NE	Coursework NOT to be evaluated	
NP	No Progress: An interim grade for dissertation and thesis hours or their approved equivalents	
SP	Satisfactory Progress: used only for courses designated as dissertation, thesis, or their approved equivalents	
WP	Withdrew passing (Fall 2006-Summer 2008)	
WF	Withdrew failing (Fall 2006-Summer 2008)	
W	Withdrew	
WG	Awaiting collection of grade	

School of Medicine (MD only): Fall 2017 or after:

Grade	Descriptor	No points assigned
PD	Passed with Distinction	
P	Passed	
F	Failed	
WF	Withdrew Failing	
I	Incomplete	

Recently Retired Grading Scales:

School of Medicine (MD only), Fall 2017 and prior:

Grade	Descriptor	Points Assigned
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

School of Law, Spring 2013 and prior:

Grade	Descriptor	Points Assigned
A	Outstanding quality	4.0
B+		3.5
B	High quality	3.0
C+		2.5
C	Acceptable quality	2.0
D+		1.5
D	Minimally passing	1.0
F		0.0

To Confirm Authenticity

- Authentic printed transcripts are printed on chemical sensitive security paper with a blue border and a light blue face.
- The face of the transcript contains a printed watermark of the KU logo, and the words "The University of Kansas" in very small print.
- Stains or discoloration on this document may indicate an alteration attempt.
- Fibers in the paper are visible under ultraviolet light.
- Microprinting: small type on the document appears as dotted lines when copied.
- True Watermark: hold document to a light to view.
- VOID Pantograph: if photocopied or scanned the word "VOID" appears prominently across the document.
- Thermochromic Ink: the pink colored box below will fade then return when rubbed between the thumb and forefinger or breathed upon.

Further authentication can be obtained by calling 785-864-4423. Copies 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.

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