Reading and Understanding Your Academic Transcript

Each student at UNC Charlotte has their academic information available in two different formats: an Unofficial transcript where the coursework is grouped by term completed and an Advising Transcript where the coursework is grouped by discipline. To be fully informed students should become familiar with both transcripts and the advantages of each. It is also important for students to be aware of their academic standing, their overall GPA, their major GPA, and their minor GPA. To graduate from UNC Charlotte students need a 2.00 GPA in all three of these areas.

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<th>Grade</th>
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<th>Quality Points</th>
<th>GPA</th>
</tr>
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<tr>
<td>CJUS</td>
<td>1100</td>
<td>Intro Crim Just (C)</td>
<td>TB</td>
<td>2.000</td>
<td>0.00</td>
<td></td>
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<tr>
<td>ENGL</td>
<td>1102</td>
<td>Writing in Academic</td>
<td>TC</td>
<td>3.000</td>
<td>0.00</td>
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<td>PSYC</td>
<td>3151</td>
<td>Abnormal Psychology</td>
<td>TB</td>
<td>3.000</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Current Term:
- Attempt Hours: 9.000
- Passed Hours: 9.000
- Earned Hours: 9.000
- GPA Hours: 0.000
- Quality Points: 0.00
- GPA: 0.000
The Unofficial Transcript

Transfer credit appears first on the transcript. Each school attended is listed separately. The credit hours will be used in determining the 120 hours for graduation; the grade will not be included in your UNC Charlotte GPA.

Note: Only 64 hours can be accepted from a North Carolina Community College. The last 30 hours of classes must be taken at UNCC, including the last 12 hours in the major and the last 6 hours in the minor.

In this sample one course taken at a previous school was considered equivalent to UNCC’s LBST 2101 course. (See the General Education Exemption). When this happens the student may choose to use the credit as LBST 2101 or take an LBST 2101 course at UNC Charlotte.

It is best to check both the unofficial transcript and the advising transcript to determine exactly how transfer courses are applied at UNCC.

The First UNCC term screen (Fall 2004)

This student’s first term at UNCC was Fall 2004 (Term code = 048). The heading on this page shows: the current college, the major declared for that term, the student type, and the academic standing (the student status at the end of the term shown).

This student was placed on probation because the GPA was less than a 2.00.

To determine a GPA the Quality points are divided by the GPA hours 27/15 = 1.800

Quality points are assigned as follows:  
A = 4, B = 3, C = 2, D = 1, F = 0

Term Totals Column Explanation:  
Attempted hours = All hours at UNCC for which a student was registered at the end of Drop/Add, includes hours for withdrawn courses.
Passed hours = All hours at UNCC for which a grade of A, B, C, D, or P were earned.
Earned hours = All hours at UNCC for which a grade of A, B, C, D, or P were earned.
GPA hours = All hours at UNCC for which a grade of A, B, C, D, or F were earned
Quality Points = Sum of hours per course multiplied by the Quality points
GPA = Quality points divided by GPA hours

Current Term: The totals reflect the current term coursework only
Cumulative: Total from all terms of UNC Charlotte coursework

Please note: transfer hours are only shown with the data from the last semester completed at UNCC. See next section.
This screen represents the last term completed at UNCC

During the Spring 2008 this student made a 4.00 term GPA.
The Cumulative row reflects all coursework completed at UNCC.

Between the last completed semester information and the current semester information is the cumulative information called **Transcript Totals**

Transcript Totals will show the transfer credits brought to UNCC. **Total Institution** are courses taken at UNCC, **Total transfer** are the hours the student transferred into UNCC. The transferred credit hours are included under Attempted hours, Passed hours, and earned hours, but not under GPA hours, Quality points, or GPA.

It will be very helpful when meeting with your advisor to bring a copy of your Unofficial Transcript and/or your Advising Transcript.

The Advising Transcript shows basically the same information as the Unofficial Transcript but instead of grouping coursework by term it groups courses by discipline.

It also shows transfer credits in a format that is sometimes easier to interpret.

The Advising Transcript does not show hours earned and GPA as clearly as the Unofficial Transcript.
The Advising Transcript

The first page of the Advising transcript will show the student ID Number, the student email address, and the Primary Advisor.

In most instances the General Education requirements the student is under will be shown.

- Old Gen Ed = Requirements before Fall 2003
- Gen Ed 2003 = Requirements in effect beginning Fall 2003
- Foreign Language = will usually show if Exempt or Not Exempt
- Student Test Score = will show scores earned on the Math Placement test required of many transfer students and all new freshmen.

The Transfer Credit Accepted by UNC Charlotte is presented differently.

The columns reflect the Original Institution’s course number, course name, grade earned, and the credit hours earned. This is followed by the UNCC course designation and the Course name. The last column will indicate the General Education goal this course will meet.

It is important to be aware of how transfer credit is awarded to avoid retaking a course for which you have earned credit.

Students should be very familiar with and keep a record of courses completed to avoid this pitfall.

After the transfer credit listing will be the courses completed at UNCC (UNC Charlotte Credit).

Courses that met a General Education goal will be indicated in the far right column under Course Attributes.

All courses attempted at UNC Charlotte will be listed in this section of the transcript. They will be grouped by the department/Discipline offering the course.
Many courses cannot be repeated for credit but some courses may be repeated such as Topics classes. If such a course is retaken it will be indicated by an I in the repeat column to the right of the term taken column. See Topics in Psychology (PSYC3001) for an example.

**Notations in this column include:**

- **I** = Include hours and quality points. Assigned for courses that can be repeated.
- **E** = Exclude hours and Quality points. Assigned if a course is taken more than once that is not repeatable.
- **A** = Exclude hours and include quality points.

**Q =** Assigned when student used a grade replacement for the course.

A student may replace up to 8 hours or two courses of credit during their academic career at UNC Charlotte. (Does not apply to courses completed at UNCC before Fall 2007)

After the list of completed coursework is a listing of the courses in which the student is enrolled.

The last part of the Advising transcript presents a term by term review of the student’s progress through the university. It DOES NOT include transfer credit information.

A student can easily compute their discipline specific GPA because all courses within a discipline are grouped together.

For this student:
- **PSYC1101 Lab** 1 A 4
- **PSYC2102** 4 B 12
- **PSYC2121** 3 B 9
- **PSYC3001** 3 A 12
- **PSYC3001** 3 A 12
- **PSYC3103** 3 A 12
- **PSYC3111** 3 A 12
- **PSYC3113** 3 F 00
- **PSYC3116** 3 B 9

Credit hours earned in Psychology = 26
Quality points earned for Psychology courses taken = 82
Divide Quality points by hours earned

\[
\frac{82}{26} = 3.153
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Psychology GPA