

## EVALUATING STUDENT TRANSCRIPTS

### SYMBOL ON TRANSCRIPT

#### EXAMPLE

#### MEANING %

SPAN 1001%

a grade followed by a % means the course was used to complete a **high school course deficiency** ([College Preparatory Curriculum or CPC](#)) and cannot count toward undergraduate degree credit

#### (a, b, c, d, e, or f)

MATH 1112 (a)

a letter in parentheses following a course indicates that that course fulfilled a **core area** at a previous University System of Georgia institution. No course substitution form is required for this course if used in that same area.

#### XXX

POLS 1XXX

a course listed with a first number (1,2,3, or 4) followed by XXX means that course **does not have an exact equivalent course at VSU**. The first number indicates the course level. This course is an acceptable transfer course, but a student's advisor must determine how to use it in the program of study. If it is followed by a letter representing a core area, no course substitution form is required; if it is not, the advisor will need to complete a course substitution form.

#### K

HIST 2111 K

a grade of K by a course indicates that the requirement has been satisfied through **AP or CLEP scores**.

#### #

COMM 1100#

a grade followed by # means that the student has been granted **academic renewal**; while these courses still count for degree completion, these courses are not calculated in the student's current GPA (remember that courses with failing grades or with D grades do not count as fulfilling degree requirements in academic renewal).

#### R

BIOL 1110 R B

an "R" in front of a transfer grade indicates that the student has **repeated the course** (remember that a course can only be counted one time for graduation).

#### ^

COOP 2300 S^

A grade followed by ^ indicates that the course received institutional but not academic credit (hours for these courses should not be listed for graduation).

\*

### **RGTR 0198 S\***

A grade followed by \* also indicates that this course met an institutional requirement but that it does not earn academic credit for

### **Common Definitions on a Student's transcript**

When faculty members and students look at students' transcripts, they will see a great deal of information to indicate students' academic progress. In BANNER, the following information is available for both the current term (a specific semester) and cumulative (for all work at VSU).

**ATTEMPT HOURS:** Refers to any course appearing on the transcript with a letter grade (including a W or an I). This number is important because some financial aid packages set limits on the number of attempted hours.

**PASSED HOURS:** Refers to any course appearing on the transcript with a letter grade.

**EARNED HOURS:** Refers to hours passed with a grade of D or higher or with a grade of S (Satisfactory). This category does not include Learning Support classes or Regents' Remediation classes.

**GPA HOURS:** This number represents the total number of graded academic hours (excludes I and W grades) the student has attempted

**QUALITY POINTS:** number of credit hours per course multiplied by the value of the grade received.

Quality points are assigned for the following grades:

GRADE	SIGNIFICATION	QUALITY POINTS AWARDED PER SEMESTER HOUR	QUALITY POINTS ASSIGNED FOR A THREE HOUR CLASS
A	Excellent	4	12
B	Good	3	9
C	Satisfactory	2	6
D	Passing	1	3
WF	Withdrew Failing	0	0
F	Failing	0	0

GPA Calculator from the University of Maryland: <http://www.sis.umd.edu/gpacalc/java.html>

At the end of students' BANNER transcripts are the following TRANSCRIPT TOTALS:

**TOTAL INSTITUTION:** includes all grades/hours earned at VSU. This total is used to determine academic standing. Students must have a 2.0 institutional GPA in order to graduate.

**TOTAL TRANSFER:** includes all grades/hours earned at all other institutions.

**OVERALL:** includes all grades/hours earned at both VSU and all other institutions students have attended. This average is NOT used to calculate GPA needed for graduation. However, it is used to calculate honors for graduation (as long as the student has at least 60 hours in residence at VSU).

### **CPC Requirements**

All students who have graduated from high school within the past five years must fulfill the CPC (College Preparatory Curriculum) requirements in English, Math, Science, Social Science, and Foreign Language. If students are deficient in any of these requirements, this deficiency will be indicated on their initial student advising sheet. Any courses on an advisee's transcript that have a % after the letter grade CANNOT be used toward a degree; these are the classes used to satisfy CPC requirements. Some transfer students may have % grades.

### **CLEP (indicated by a K)**

#### **COLLEGE LEVEL EXAMINATION PROGRAM**

Valdosta State University students may receive college credit for certain courses based on scores on the College Level Examination Program (CLEP). VSU will accept up to 30 semester hours for subject examinations under the CLEP Program. The Office of Testing coordinates the administration dates for the examinations. The criteria for credit awarded for CLEP subject examinations are listed below. The only General Examination accepted is English Composition With Essay, and a minimum score of 500 is required.

VSU will grant credit for DANTES/DSST exams determined to be equivalent to CLEP. The same score minimums will apply to these tests as the CLEP. CLEP credit will be indicated by a "K" on the student's transcript.

CLEP Subject Examinations - Effective for Computer Exams Beginning July 2001  
The tests and equivalents shown below are for the new College Board Computerized Exams. Contact the Office of Admissions for the course equivalents of CLEP exams taken prior to July 2001.

### **CLEP Test Minimum Score, VSU Course, and Credit Given**

<b>CLEP Test</b>	<b>Minimum Score</b>	<b>VSU Course</b>	<b>Credit Given</b>
Algebra	50	MATH 1111	3
Algebra-Trigonometry	50	MATH 1113	3
*American Government	50	POLS 1101	3
American Literature	50		3
Analyzing & Interpreting Literature	50		3
Biology	50	BIOL 1010	3
Calculus with Elementary	50	MATH 2261 &	8

Functions		2262	
English Composition with Essay	50	ENGL 1101	3
English Literature	50		3
French, Level I	50	FREN 1002 & 2001	6
Freshman Composition	50 + passing essay	ENGL 1101	3
German, Level I	50	GRMN 1002 & 2001	6
*History of the United States I	50	HIST 2111	3
*History of the United States II	50	HIST 2112	3
Human Growth & Development	50	PSYC 2700	3
Info Systems & Computer Applications	50		3
Introductory Psychology	50	PSYC 2500	3
Introductory Sociology	50	SOCI 1101	3
Principles of Accounting	50	ACCT 2101	3
Principles of Macroeconomics	50	ECON 2105	3
Principles of Microeconomics	50	ECON 2106	3
Spanish, Level I	50	SPAN 1002 & 2001	6
Trigonometry	50	MATH 1112	3
Western Civilization I	50	HIST 1012	3
Western Civilization II	50	HIST 1013	3

\*Students receiving CLEP credit for American Government and/or History of the United States must validate proficiency of legislative requirements by passing an exemption exam offered by the VSU Office of Testing. A passing score on the CLEP examinations in American Government and in History of the United States I and II does not include credit for the student's having satisfied the Georgia history requirement or the Georgia constitution requirement.

### **State of Georgia Legislative Requirements - United States History/Georgia History and United States Constitution/Georgia Constitution**

In accordance with an act of the General Assembly of the State of Georgia, all candidates for degrees are required to possess and demonstrate a reasonable mastery of United States history, Georgia history, the United States Constitution, and the Georgia Constitution.

These history requirements are met at VSU by the successful completion of History 2111 (3 hours) or History 2112 (3 hours). The constitution requirements are met at VSU by the successful completion of Political Science 1101 (3 hours).

Transfer credit for these three courses may not satisfy the requirements of the State of Georgia. Exemption tests in Georgia History or Georgia Constitution are offered to transfer students whose American History or Political Science course(s) did not include Georgia History or

Georgia Constitution and to students who have obtained credit in American Government or in American History via the CLEP program, which does not include credit for satisfying the legislative requirements.

See the VSU Testing Office in Powell Hall West concerning the exemption tests in Georgia History and in Georgia Constitution.

### **International Baccalaureate**

Valdosta State University recognizes the academic rigor and quality of the IB program and welcomes applications for admission from students who have taken course work in the IB program. Credit is given for the Higher Level examinations of the IB program passed with scores of 4 or better.

### **AA Degrees**

If students have received Associate of Arts degrees from other schools in the University of Georgia system, a zero-hour course (AAAA 2XXX) will be listed as a transfer course form indicating an associate degree and the major. An earned associate degree means the core curriculum is completed, if the student is transferring to VSU with the same major. If the major is different, only Area F and required pre-requisites need to be completed in the core. Please remember that the core can only be transferred from another USG institution.

### **Second Baccalaureate Degree**

A student may work for a second baccalaureate degree, and credits applied towards the first degree will be permitted to meet the second degree requirements, where applicable and appropriate. Students must meet all requirements for the second degree in effect when work on the second degree is begun.

### **Transfer Credits**

Necessary adjustments between students' academic work done at another institution and the requirements for their major program at VSU shall be the responsibility of each student, the student's advisor, and the head of the department of the student's major, subject to the approval of the dean or director of the appropriate College or Division (for Core Curriculum classes, approval must also come from the Office of Academic Affairs).

Students will be permitted to transfer academic credits earned with grades of "D" at other accredited institutions and apply them towards degree requirements in the Core Curriculum or lower division if allowed for native students of that department. Credits with the grade of "D" in upper division work will be transferred, and the department of the student's major will determine if those credits are acceptable toward a degree. **Please note that VSU accepts a maximum of 90 total semester hours in transfer. Additionally, of the 40 semester hours immediately preceding graduation, at least 30 must be taken in residence at VSU.**

Transfer courses accepted for credit are determined by the Office of Admissions and will appear on the student's BANNER transcript. If these courses do not correspond exactly to VSU courses, they will often be listed as 1XXX, 2XXX, 3XXX, etc. If these courses were transferred from

another USG institution, look for an a, b, c, d, or e in parentheses after the course name. If you see such a letter, use that course to substitute in that area of the core at VSU; **no course substitution form is required**. If no such letter follows the course, then you must write a course substitution if you wish to use that course. If you wish to find a course description for a particular transfer course, consult <http://www.collegesource.org/>. This is the web site of College Source Online where you can access most college catalogues.

### **University Regents' Testing Program**

All students who seek baccalaureate degrees in the University System of Georgia are required to meet the Regents' skill requirements in reading and writing. For most students, this means that they must take and pass the Regents' Reading Test and the Regents' Essay Test.

Therefore, ALL incoming students must register for these tests during their first semester of enrollment. If they pass each of these tests (or exempt them), they will have met the Regents' Testing requirement. For those who fail one or both sections, appropriate remediation will be required. This remediation could include the appropriate non-degree credit course or courses in remedial reading (RGTR 0198) and/or remedial writing (RGTE 0199). Students who fail to enroll in the required remedial course will not be allowed to register at VSU. Students must register for and take the test each semester in which they are enrolled (and participate in the appropriate remediation) until they pass the test(s).

Students transferring from within the university System of Georgia are subject to all provisions of this policy and to Valdosta State university procedures. Students transferring from outside the university System with 0 or more earned semester hours shall register for and take the Regents' Test during the initial semester of enrollment and in subsequent semesters shall be subject to all provisions of the Regents' testing policy and of VSU procedures.

Foreign students or non-immigrant visas whose native language is not English may register for an alternative testing program. Students should register through the foreign student advisor.

Resident aliens, permanent residents, native speakers of English, and US citizens, regardless of native language, must pass the standard Regents' Test.

Students will be considered as having passed a part of the test if they achieve a score on another standardized test as specified by the Senior Vice chancellor for academics and fiscal affairs. For further information, consult the Regents' Testing Program website at <http://www2.gsu.edu/~wwwrtp/> or the Valdosta State University undergraduate catalogue.

- **Students may exempt RGTR 0196 (the Regents' Reading Test requirement) by scoring at or above specified scores on the following examinations:**
  - Regents' Reading Test exemption score: 61
  - SAT-I Verbal exemption score: 510
  - ACT Reading exemption score: 23
  
-

- **Students may exempt RGTE 0197 (the Regents' Writing Test requirement) by scoring at or above specified scores on the following examinations:**
  - \* Regents' Essay Test exemption score: 2
  - \* College Board Advanced Placement (AP) English Language and Composition exemption score: 3
  - \* College Board Advanced Placement (AP) English Literature and Composition exemption score: 3
  - \* International Baccalaureate (IB) higher-level English exemption score: 4
  - \* SAT II English Writing exemption score: 650
  - \* SAT Reasoning Test, Writing Section exemption score: 560
  - \* SAT Reasoning Test, Writing Section exemption score: 500 (only for students who also have at least a 510 on the SAT Reasoning Test, Critical Reading Section).
  - \* A score of at least 24 on the ACT Combined English/Writing exam (effective Summer 2008);
  - \* A score of at least 22 on the ACT Combined English/Writing for students who also earned an ACT Reading score of at least 23 (effective Summer 2008).

**The following four exemptions for RGTE 0197 are available only for students entering USG institutions before Summer 2008:**

- \* SAT Reasoning Test, Critical Reading Section score of at least 530 and a grade of "A" in English 1101, or
- \* SAT Reasoning Test, Critical Reading Section of at least 590 and a grade of "B" in English 1101, or
- \* ACT English score of at least 23 and a grade of "A" in English 1101, or
- \* ACT English score of at least 26 and a grade of "B" in English 1101

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

\* [Regents' Test Questions and Answers, Spring 2009](#)

**HOW DO ADVISORS/STUDENTS KNOW IF THESE REQUIREMENTS HAVE ALREADY BEEN SATISFIED?**


Faculty will be able to see this on the advising eligibility screen. This screen shows Status for all Non-Course Requirements (including Regents Test) as well as any Holds that may prevent the student from registering.

Select Registration Status For Student - Windows Internet Explorer

https://banssb.valdosta.edu/pls/prod/hwwkelig.P\_SelectRegStatus

File Edit View Favorites Tools Help

Select Registration Status For Student

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Honey H. Coppage  
Spring 2009  
Dec 10, 2008 10:24 am

## Select Registration Status For Student

Student ID: 870004767 John Wayne Doe is **Not Eligible** to register for **Spring 2009**.

Holds Preventing Registration		Non-Course Requirements	Status
Hold Description	Date Placed		
No holds preventing registration		CPC - English	Satisfied in High School
		CPC - Foreign Language	Satisfied in High School
		CPC - Math	Pending-add'l HS course(s) req
		CPC - Natural Science	Satisfied in High School
		CPC - Social Science	Satisfied in High School
		CPC Total Completions	Satisfied in High School
		Leg. - Const - Ga.	Required
		Leg. - Const - U.S.	Required
		Leg. - History - Ga.	Satisfied at Prior College
		Leg. - History - U.S.	Satisfied at Prior College
		Regents' Writing Requirement	Satisfied by SAT Reasoning Wri
		Regents' Reading Requirement	Required
		HS CPC Foreign Language	Chinese Taken in High School

Done Internet 100%


**STUDENTS** will be able to view on the Teacher Education Information screen. Upon initial login to BANNER Web, student will choose “STUDENT & FINANCIAL AID” from main menu and then choose “VIEW TEACHER EDUCATION INFORMATION”. Here they will be able to see all information regarding any test scores submitted to VSU Admission office. “RQ” and “UN” means test is required and student must register to take the exam(s).



View Teacher Education Information - Windows Internet Explorer

https://bansb.valdosta.edu/pls/prod/fwwkated.P\_ShowTeacherEdInfo

View Teacher Education Information



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## View Teacher Education Information Spring 2009


Student ID	Student Name	Major	Level	Earned Hours	Overall GPA
870004767	John Wayne Doe	SOC	US	60.33	2.873032

**Admitted to Teacher Ed: No**

Required Courses	Praxis I Tests	GACE Basic Skills	CLAST	ACT/SAT Scores
XXXX 2999 Grade	Exempted Yes	Exempted Yes	Essay	ACT English
<b>Regents Test</b>	PPST Math		English Reading	ACT Math
Regents Essay SY	PPST Reading		Math	SAT Math 500
Regents Reading RQ	PPST Writing			SAT Verbal 600
	<b>Praxis II Tests</b>	<b>GACE Content</b>		

**Criminal Background Check: No**

**Live Text User Name: Not Found in Database**

 If both CBT and PPST Praxis scores are shown check the [table](#) to calculate the maximum aggregate score.

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