

UNIVERSITY OF MONTEVALLO

Registrar's Office, Station 6040, Montevallo, AL 35115, (205) 665-6040, registrar@montevallo.edu, www.montevallo.edu/registrar

TRANSCRIPT LEGEND

TRANSCRIPT VALIDATION

An official transcript is printed on secure paper and does not require a raised seal. An official transcript is valid only when it bears the signature of the registrar. The University does not issue partial transcripts.

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 and later amendments prohibit release of information from this document to a third party without the student's written consent.

INSTITUTIONAL NAME HISTORY

The University has operated under the following names:

1896-1911 Alabama Girls' Industrial School
1911-1923 Alabama Girls' Technical Institute and College for Women
1923-1969 Alabama College
1969-present University of Montevallo

FICE Code – 001004 OPEID Code - 00100400

ACCREDITATION

The University of Montevallo is accredited by the Southern Association of College and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, educational specialist, and doctoral degrees. The University also may offer credentials such as certificates and diplomas at approved degree levels. In addition, several UM programs are accredited by their respective accrediting agencies. Refer to the University Bulletin for details.

ACADEMIC CATALOG (*Bulletin*)

The University publishes an annual academic catalog, the *Bulletin*, which contains additional information for items included in this transcript key, as well as additional academic policies and regulations. The *Bulletin* can be accessed on the University's website.

ACADEMIC CALENDAR

The University operates on the semester credit system using the standard Carnegie unit of 750 minutes of instruction per credit hour. The University's calendar includes Fall, Spring, and Summer semesters. The Summer semester may also include parts of terms. Important dates and deadlines are listed in the University and Academic calendars available on the University's website.

COURSE NUMBERING

100-199	Undergraduate	Freshman/Lower
200-299	Undergraduate	Sophomore/Lower
300-399	Undergraduate	Junior/Upper
400-499	Undergraduate	Senior/Upper
500-599	Graduate	Masters/Graduate Certificate
600-699	Graduate	Educational Specialist/Post-Masters
700-799	Doctorate	Doctorate
800-899	Doctorate	Dissertation

REPEATED COURSES

"A" beside a course grade indicates a repeated course is not included in earned hours, but is calculated in the grade point average.

"E" beside a course grade indicates a repeated course is excluded from earned hours and is not calculated in the grade point average.

"I" beside a course grade indicates a repeated course is counted in earned hours and is calculated in the grade point average.

TRANSFER CREDIT

Transfer credit is listed under the transfer institution's name. No more than 64 hours of transfer credit from a junior or community college will be applied toward the completion of an undergraduate degree.

UNDERGRADUATE CLASSIFICATION

Freshman	0-29 overall earned hours
Sophomore	30-59 overall earned hours
Junior	60-89 overall earned hours
Senior	90+ overall earned hours

ELIGIBILITY TO ENROLL/REENROLL

A student's academic eligibility to return or continue enrollment is based upon the University's academic standing policies as noted in the *Bulletin*.

GRADE CODES

Current Grades	Description	Quality Points
A	Excellent	4.0
B	Good	3.0
C	UG – Average GR/DR - Below Average	2.0
D	UG - Below Average GR/DR - Unacceptable	1.0
F	Failing	0.0
P	Pass [^] +	
S	Satisfactory*	
U	Unsatisfactory*	
AU	Audit*	
I	Incomplete*	
IP	In Progress*	
NC	No credit [^] ~	
NG	Not graded*	
NR	Not reported*	
W	Withdrawal*	
Previously used grades		
CR	Credit [^] +	
IN	Incomplete*	
WD	Withdrawal*	
WF	Withdrawal Failing*	
WP	Withdrawal Passing*	

* does not count in grade point average or earned hours
^ counts in earned hours but does not count in grade point average
+ comparable with performance equal to a C or higher
~ comparable with performance equal to a D or lower

ACADEMIC STANDING

Undergraduate academic standing is determined by the Total Institution GPA (cumulative institutional) based on the minimum progress standard for each classification level as noted in the *Bulletin*.

Graduate and doctoral academic standing is determined by a minimum program cumulative GPA as required by program and noted in the *Bulletin*.

GRADE POINT AVERAGE (GPA)

A student's GPA is calculated by dividing the sum of earned quality points by the sum of GPA hours. Beginning in fall 1985, the University grants semester credit on a four-point scale. Prior to fall 1985, credit was granted on a three-point scale. Students who began their academic career under the three-point scale were allowed to continue under this system.

GRADUATING GPA

For undergraduate students, the cumulative institutional GPA is the degree or graduating GPA and consists of only coursework completed at UM. The second bachelor graduating GPA consist of only the additional institutional coursework required for the current program.

For graduate and doctorate students, the graduating GPA is equal to the cumulative program GPA.

GRADUATE GRADE REPLACEMENT

Graduate students may petition for grade replacements. If granted, both attempts appear on the student's transcript, and count in the attempted hours. Only the most recent attempt will apply toward GPA and earned hours. The replaced grade is marked with an "E" (see Repeated Courses).

UNDERGRADUATE ACADEMIC CLEMENCY

Returning undergraduate students may petition for academic clemency. If granted, it will be notated on the transcript. Prior to fall 2016, clemency excluded grades from up to three consecutive semesters of institutional or transfer coursework. Effective fall 2016, clemency excludes all previous institutional coursework from GPA calculation as noted on the transcript. Previous coursework with a grade of C or higher may be applied toward program requirements.

Last revised 07/01/2024