TRANSCRIPT LEGEND: BEST PRACTICE GUIDELINES

Abbreviations: include all abbreviations that may appear on a transcript along with a brief description; e.g., TR = Transfer Credit; WD = withdrawn without academic penalty; IP = course in progress, P = pass, etc.

Academic Calendar: describe semester/term system used; approximate length of time for each term. Provide URL links to online calendar for complete information.

Approval Authority*:* (e.g.,) ABC University is authorized to grant diplomas/degrees under Regulation XX of the XX Act, Ministry of XX.

Campus Locations/Contact Details: if your institution is affiliated with separate campuses, list the campus names/location/contact details in the transcript legend.

Course Numbering System: describe coding used (subject, year level, level (undergrad/grad, college certificate, college diploma, etc.).

Credit System: describe how the credit system operates per course, its relationship to course hours, and how this equates to a credential; if non-credit courses appear on the transcript, indicate how these are identified and their role in the credential being sought/completed. Provide URL links to the online calendar for further information.

Grading System Equivalency Chart: describe how to interpret the grading system; state whether there are intra-institutional differences. Indicate if and when grading has changed over time. If there are too many changes that have taken place over the years, include the most recent years and provide the URL to the online calendar for further details.

Grading System/GPA Methodology: to facilitate interpretation of the transcript, indicate how grades are translated to grade points; e.g., letter grades that are then converted to a 4-point scale to calculate the GPA.

Institutional Contact Details: e.g., phone #, fax, email address if not already on the transcript

Official Transcript Statement: include a statement that describes the definition of an official transcript if not already on the transcript.

Partnerships, inter-institutional: include policies on grading and credentialing notation practices; provide URL for further information.

Policies – other (that affect the interpretation of the transcript): e.g., Grades Distribution Policy, Discipline Reporting Policy, Repeated Courses Policy, PLAR, policy on expunging data, AP, IB courses, etc. Include brief statements on policy aspects that affect the interpretation of the transcript and include relevant URLs.

The material in this document results from research and consultation conducted as part of the *ARUCC PCCAT National Transcript and Transfer Credit Nomenclature Standards Study* (September, 2015*)*

Privacy Information: indicate that the transcript is being released in accordance with the institution's privacy policy that can be found at <xxx URL>.

Security Features: describe the transcript's security features (i.e., paper, watermarks, raised lettering, etc.)

Source Code for Equivalencies from Course Work at Other Institutions: include a brief explanation if course codes/titles, for example, are modified to incorporate course work done at other institutions if not already covered in the abbreviations.

Transfer Credit: include brief statements that relate to interpreting the transcript (i.e., whether courses recognized for transfer credit are specifically listed, grades counted/not counted toward GPA, etc.) and provide URLs for further information. Include statements that refer the transcript recipient to other institutions for complete transcripts.

Transcript Legend Revision Date