

<https://www.csc.c.edu/services/registrar/csc.c.transcript.legend.shtml>

### GENERAL INFORMATION

Columbus State Community College was founded in 1963 as the Columbus Area Technician School. The College was named Columbus Technical Institute from July 1, 1967 through June 30, 1987. The name of the College changed to Columbus State Community College effective July 1, 1987.

Columbus State Community College is accredited by The Higher Learning Commission. The Higher Learning Commission is located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411, **Telephone:** (800) 621-7440 or (312) 263-0456, **Website:** [www.hlcommission.org](http://www.hlcommission.org)

The College is on a semester-based academic calendar as of Autumn 2012. Prior to Autumn 2012, Columbus State Community College operated on a quarter-based academic calendar.

Credits earned under the quarter-based calendar have had a one-time conversion to semester equivalent credit applied. Credit hours, grade points and cumulative grade point averages prior to the conversion statement are listed in quarter-based values. Credits earned Autumn 2012 and forward are reflected as semester credits.

### COURSE NUMBERING SYSTEM

From 1963 through Winter Quarter 1993 course numbers are a four-digit numeric identifier (e.g. CSCC 1002). Beginning Spring Quarter 1993 course numbers are either three or four character alpha with a three digit numeric identifier (e.g. HUM 111 or ENGL 101). Beginning Autumn Semester 2012 course numbers are either three or four character alpha with a four digit numeric identifier (e.g. BIO 2300 or ENGL 1100). Bridge courses offered for courses 'bridging' the quarter to semester transition will be identified with a three or four character alpha identifier and a four digit numeric identifier prefaced with a 'B' (e.g. ENGL B1100). These courses, available from Autumn Semester 2012 through Summer Semester 2013, contain the curriculum traditionally offered in the quarter system and allow the student to complete the course series through the transition from the quarter academic calendar to the semester academic calendar.

### CLASS RANKING

Student rank at the College is based on the total credit hours completed. Students with 0.00-30.00 earned credit hours are considered to be in their first year and those with greater than 30.00 earned credit hours are considered to be in their second year.

### REPEAT OF A COURSE (Rpt)

When a student repeats a course, only the most recent grade is computed in the student's grade point average. The prior grade(s) for the course(s) will remain on the transcript. "Rpt" will appear in the repeat (Repeat) column indicating the student repeated the course in a later term.

### PASS (PA)

The grade of "PA" equates to a letter grade of C or greater. The grade of "PA" does not carry any points toward calculation of GPA.

### PROGRESS (P)

A non-grade symbol of "P" was formerly used to indicate PROGRESS in a course that is not completed within a quarter and was to be continued through a second quarter. This symbol is not currently used.

### NON-TRADITIONAL (N)

Student submits documentation of prior learning which is formally assessed as equivalent to the goals and objectives required in a specific College course.

### VANISHED (V)

Student ceased to attend a course without the formal withdrawal process. This symbol is not currently issued.

### EXAMINATION/PROFICIENCY (X)

A student may, upon department chairperson's approval of the student's petition, be permitted to take a proficiency examination for credit. Permission is given only in cases when it is evident that previous experience or study warrants.

### ADMINISTRATIVE WITHDRAWAL (AW)

A student may, upon a committee's approval of the student's petition, receive an Administrative Withdrawal. Approval is given only in cases when it is evident that the requirements have been met of the student being unable to withdraw from a course or courses prior to the posted deadline due to extenuating circumstances.

### GRADE SYSTEM

Quality	Grade	Point	Credit Awarded
High Achievement	A	4	YES
Good Achievement	B	3	YES
Satisfactory Achievement	C	2	YES
Below Satisfactory	D	1	YES
Failing	E	0	NO
Failing due to Nonattendance / Nonparticipation	EN	0	NO
Satisfactory	S	0	YES
Unsatisfactory	U	0	NO
Pass	PA	0	YES
Non Pass	NP	0	NO
Incomplete	I	0	NO
Transfer Credit	K	0	YES
Transfer Credit "D" Grade	KD	0	YES
Examination/Proficiency	X	0	YES
Audit	R	0	NO
Progress	P	0	NO
Non-Traditional	N	0	YES
Vanished	V	0	NO
Administrative Withdrawal	AW	0	NO
Withdrawal	W	0	NO
Fresh Start Rule	Z	0	NO
No Grade Issued	<i>blank</i>	0	NO

### FRESH START RULE (Z)

The Fresh Start Rule allows failing and below average grades to be changed to "Z" for a student who has been away from College for a specified period of time. Following the return to the College, the student must have successfully completed courses according to the Fresh Start Rule guidelines prior to application of the Fresh Start Rule.

### COMMENTS

Dean's List	Refer to College catalog for further detail
H	Honors
S	Service Learning
L	Leadership

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