

VITERBO UNIVERSITY

Office of the Registrar • 900 Viterbo Drive • La Crosse WI 54601 • (608) 796-3180 • www.viterbo.edu

This transcript has been forwarded to you by the written request of the student. In compliance with the Family Educational Rights and Privacy Act of 1974 as amended, this transcript must not be released to a third party without written authorization of the student.

NAME CHANGE	Viterbo University, effective September 2000; Viterbo College, 1937 – September 2000; Viterbo University also holds the records of St. Francis School of Nursing whose records are printed on this paper.
ACCREDITATION	Viterbo University is fully accredited by the North Central Association of Colleges and Schools
OFFICIAL TRANSCRIPTS	Transcripts show only those credits earned at Viterbo University, those credits transferred from other institutions that are applicable to a Viterbo University degree program and those credits earned via an examination or portfolio. Official transcripts show the school seal and signature of the registrar.
CREDIT/CALENDAR	All credit awarded by Viterbo University is semester hours of credit. One unit of credit stands for one class period of fifty (50) minutes in length. Unless noted otherwise, coursework in the semester is approximately 15 weeks in length.
COURSE NUMBERING	Since 1970, lower division courses are numbered 100-299 and upper division courses are numbered 300-499. Graduate courses are numbered 500 and above. Remedial coursework is numbered 1-99 and is not applicable to a degree. Prior to 1970, course numbers 1-99 (lower division) were open to students in the freshmen and sophomore years, and those numbered 100-199 (upper division) to students in the junior and senior years. Course numbers 286, 486, 782, 783, 784, 786, 884, or 886 and/or "ST" prefix in titles designate special topics courses. Course numbers 288, 488, 588, or 788 and/or "IS" prefix in titles designate an independent study. EDUC-510, 546, 547, 548, and 549 also indicate special topics courses.

GRADING SYSTEM

<u>GRADE</u>	<u>GRADE POINTS</u> <u>(since Sept. 1962)</u>	<u>GRADE POINTS</u> <u>(1951-1962)</u>	<u>OTHER GRADING</u> <u>SYMBOLS</u>	<u>MEANING</u>
A	4.00	3 (93-100 percentage)	CR	Credit granted; C or better work
AB	3.50			(undergraduate) B or better work (graduate)
B	3.00	2 (85-92 percentage)	NC	No credit granted
BC	2.50		AU	Audit
C	2.00	1 (77-84 percentage)	I	Incomplete
CD	1.50		W	Withdrawal from course
D	1.00	0 (70-76 percentage)	WP	Withdrawal from course while doing passing work
F	0.00	0 (below 70 percentage)		
U (Admin. F)	0.00		WF	Withdrawal from course while doing failing work
SU (Admin. Suspension)	0.00		NR	Non-reported
			CIP	Course in progress or not yet graded

Grades from the 3 point grading scale have been converted to the 4.0 grading system.

The above do not affect the grade point average.

GRADE POINT AVERAGE	Since September 1989, divide the grade points by the divisor; prior to fall 1989, divide the total number of grade points earned by the total number of semester hours attempted.
REPEATING COURSES	Students may repeat courses. Only the credits and grade for the last enrollment are used in computing the grade point average. The original course(s) is noted with an asterisk.

AUTHENTICITY CONFIRMATION

This is an eight and one half by eleven inch document. The face of this document has a maroon colored background with VITERBO UNIVERSITY repeated in white lettering. The University seal appears in the center. The back of this document contains an artificial watermark of the Viterbo University seal that can be seen when held at an angle to a light source. When photocopied the word VOID will appear several times in large letters. A black and white transcript is not an original. Alteration of the transcript may be a criminal offense. No official transcript is issued to or for a student indebted to the University.