

## Reading Unofficial Transcripts

Unofficial Transcripts are intended for internal University of Delaware use only, and are available self-service to students, faculty, and staff through [UDSIS](#). These are provided for faculty/staff use on a need to know basis. The following screenshots are intended for illustration purposes only. Individual transcripts will vary. Please be aware of [FERPA](#) (Family Educational Rights and Privacy Act) regulations – this policy restricts the information that the University may divulge to a third party concerning a student, which includes transcript information. Should you encounter problems interpreting information on an Unofficial Transcript, contact the [Registrar's Office](#).

### Terms and Definitions:

**Program** = college

**Plan** = major, minor, certificate, course of study.

**Subplan** = concentration (within a major)

**Hrs (Hours)** = credits, units (these terms are interchangeable)

**Quality Pts (Points)** = the quality points for each course are obtained by multiplying the quality point value for each grade by the credits for that course: e.g., a grade of A in a three-credit course would earn 12 quality points (4 quality points x 3 credits). See the “Delaware’s Grading System” page in the [Academic Catalog](#) for further information concerning grades, GPA calculation, academic standing, and quality point deficit.

**Quality Hours** = the credits associated with completed coursework. This includes coursework completed with grades of F, X, and Z.

**GPA** = grade point average, grade point index (these terms are interchangeable). Calculated by dividing quality points by quality hours.

**Term GPA** = the grade point average for the term displayed immediately above this statistic

**Cum GPA** = cumulative/overall GPA

**N or R** = residency status. Appears next to the Academic Level in each term (e.g. Freshman, Sophomore, etc). N = non-resident; R = resident

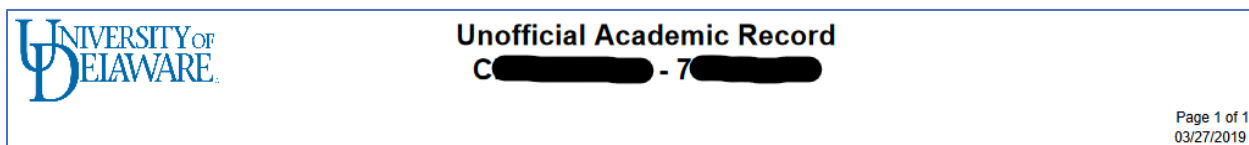
**T** = transfer. This appears as the “grade” associated with coursework transferred to UD from another institution. Credit is granted, but no grade factors into the GPA. Transfer credit information is found at the beginning of the Unofficial Transcript.

**CR** = credit. This appears as the “grade” associated with test credit. This includes credit from Advanced Placement (AP), International Baccalaureate (IB), Caribbean Advanced Proficiency Exams (CAPE), and A-level Cambridge credit. Credit is granted, but no grade factors into the GPA. Test credit information is found at the beginning of the Unofficial Transcript, immediately after any transfer credit.

### Structure and Layout:

The Unofficial Transcript displays in landscape orientation, with two columns per page. The following is a summary of the sections that can potentially appear in a student's Unofficial Transcript, in the order that they typically appear. For students with both an Undergraduate and Graduate career, the Undergraduate record will appear in its entirety before displaying the Graduate career information. Graduate level coursework taken as a Continuing Education student will appear as part of the Undergraduate record.

### Heading:



The heading appears on each page and contains the University of Delaware logo, the text "Unofficial Academic Record", the student's name and ID, the page number, and the date the transcript was generated. There is also an "UNOFFICIAL" watermark in the background of each page.

### Degrees Awarded:

		Degrees Awarded	
Degree:		Honors Bachelor of Arts	
Date Conferred:		May 2010	
Degree Honors:		Magna Cum Laude	
Plan:		Honors	
Plan:		Public Policy Major	
Plan:		Public Health Minor	
Plan:		Economics Major	

For students who have completed a degree, the Degrees Awarded section will appear at the beginning. It includes the degree(s) earned, the date conferred, any degree (latin) honors, and the plans/subplans associated with that degree.

### Transfer Credits:

		Transfer Credits	
Transfer Credit from Ithaca College Applied Toward Health Sciences Program			
Incoming Course			
THPA	16000	Introduction to the Theater	3.000 A 2010 FALL SEM
Transferred to Term 2011 Fall Semester as			
THEA	104	INTRO TO THEATRE AND DRAMA	3.000 T

If a student has transfer credit posted to their record, it will appear at the beginning of the Unofficial Transcript. Transfer credit is grouped by the external institution that the coursework was transferred from. The external institution is listed as well as the external course and

associated information (credits, grade, term taken). Below that, the equivalent UD course and associated information is found (term transferred, credits).

**Test Credits:**

Test Credits Applied Toward Health Sciences		Test Credits		
Advanced Placement	Art: History	May 1, 2013	4.00	
Transferred to Term 2014 Fall as				
MATH 201	INTRO TO STATISTICAL METHODS I		3.000	CR

If a student has test credit posted to their record, it will appear at the beginning of the Unofficial Transcript beneath any posted transfer credit. All test credit instances applied to the student record appear in this section, even if UD credit is not earned as a result. The name of the test, the date it was taken, and the score earned are included. Any credit earned at UD as a result of that test credit will appear immediately below the test information for each instance. SAT, ACT, Scholastic Assessment, and UD Math Placement information may also be found in this section.

**Term-by-Term Enrollment and Statistics:**

The term-by-term section of the transcript begins with either “Beginning of Undergraduate Record” or “Beginning of Graduate Record”, depending on the level of the student. For students with both an Undergraduate and Graduate career, both careers will be reflected in the Unofficial Transcript, separated by these headings.

		2019 Spr	Senior R			
Program:		Arts and Sciences				
Plan:		International Relations Major Bachelor of Arts 2203				
Subplan:		Diplomacy Concentration				
Plan:		Spanish Studies Minor				
Plan:		Honors				
Course		Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts
BHAN	120 013L	PHYSICAL EDUCATION	1.000	0.000	W	0.000
	Course Topic:	WALKING/JOGGING				
Term GPA	0.000	Term Totals	1.000	0.000	0.000	0.000
Cum GPA	2.103	Cum Totals	77.000	47.000	68.000	143.005
		Transfer Totals	58.000	58.000	0.000	0.000
Combined Cum GPA	2.103	Comb Totals	135.000	105.000	68.000	143.005

The Unofficial Transcript will display a section for each term that a student has enrolled, including the currently in-progress term, when applicable. At the top of each term section, the term (e.g. 2019 Spr), Academic Level (e.g. Senior), and Residency Status (e.g. R) appear. Beneath that, the student’s program/plan information as of the beginning of that term is listed. All course enrollment and associated credits, grades, and statistics for the term are listed after that.

**Other Features:**

**Course Topic:**

HIST	267 070	EXPERIMENTAL
	Course Topic:	HISTORY OF SOUTH AFRICA

Variable topics courses will have a note directly beneath the course listing with the words “Course Topic:” and the specific topic listed to the right, as shown above.

**Requirement Designation (REQ DES):**

BUAD	110 010	BASICS OF BUSINESS
		REQ DES: First Year Experience

Courses with a requirement designation applied will have that designation listed immediately beneath the course to the right of the “REQ DES:” note.

**Repeated Course:**

PSYC	100 011	GENERAL PSYCHOLOGY
Repeated:		Exclude Credit - Include in GPA

Coursework that has been repeated, and is subject to the repeat for credit policy, will have a “Repeated:” note beneath the course. To the right of the note, the impact to the record will be listed. In the above example, this instance of PSYC 100 is included in the GPA calculation, but does not contribute to the overall credit count.