



# WILLIAM & MARY

CHARTERED 1693

## Academic Transcript Key

William & Mary, chartered in 1693, is a public university supported by the Commonwealth of Virginia. The Faculty of Arts & Sciences, the Raymond A. Mason School of Business, William & Mary Law School, William & Mary School of Education and William & Mary's Virginia Institute of Marine Science sustain the institutional commitment to a well-rounded liberal education.

**MAILING ADDRESS:** William & Mary, Office of the University Registrar, PO Box 8795, Williamsburg, VA 23187-8795.

**PHYSICAL ADDRESS:** William & Mary, Office of the University Registrar, 240 Blow Memorial Hall, 262 Richmond Road, Williamsburg, VA 23185.

**CONTACT INFORMATION:** Phone: (757) 221-2800. Fax: (757) 221-2151. Email: registrar@wm.edu. Website: <http://www.wm.edu/registrar>

**ACCREDITATION:** William & Mary is accredited by the Southern Association of Colleges & Schools Commission on Colleges. Individual schools are accredited by the Association to Advance Collegiate Schools of Business, the Council for the Accreditation of Educator Preparation, and the American Bar Association. Programs within the School of Education are accredited by the National Association of School Psychologists and the Council for Accreditation of Counseling and Related Educational Programs.

**ACADEMIC CALENDAR:** The academic calendar consists of two semesters lasting approximately 15 weeks and a condensed summer semester. Semesters may include several shorter sessions.

**ACADEMIC CONTINUANCE:** The Committee on Academic Status for undergraduates, and faculty committees in each graduate school establish and administer continuance requirements. A student is assumed to be in good academic standing unless otherwise indicated. Refer to the catalog (<http://catalog.wm.edu>) for further details on continuance policies.

**INCOMPLETE:** An incomplete becomes an "F" if the work is not completed by the last day of classes of the following regular semester, or if the postponed work has not been completed satisfactorily by the date specified by the instructor. A degree will not be conferred if an incomplete grade is on a student's record.

**TRANSFER:** Credits earned through transfer work are reflected by a grade of "T" and are not calculated into the W&M GPA.

**WITHDRAWAL:** All attempted coursework appears on the transcript. Generally, students may withdraw from a course through the 60 percent point of classes. Refer to the catalog for specific withdrawal policies.

**REPEATED COURSES:** With the exception of courses that are specifically designated in the catalog, no course in which a student receives passing, incomplete or deferred grade may be repeated except as an audit. Any course in which a student receives a grade of "F", "R" or "W" may be repeated for a grade. If a course with a grade of "F" is repeated, both the original grade of "F" and the grade earned in the repeated course will be included in calculating the student's GPA.

**COURSE NUMBERS:** Course numbers below 300 are generally considered "lower-level" undergraduate courses and those numbered between 300 and 499 are generally considered "upper-level" undergraduate courses. Courses numbered 500 and above carry graduate credit, as do all courses with a CRIN, EPPL or LAW prefix. Non-credit course numbers begin with 9.

**ACADEMIC CREDIT HOUR:** A credit hour is generally equivalent to one hour of direct faculty instruction, plus out of class student work, each week for approximately 15 weeks. W&M employs federal and state definitions of

academic credit: when contact hours differ from credit hours, the courses use demonstration of competency, demonstration of proficiency, or fulfillment of learning outcomes to establish credit.

**GRADING SYSTEM and GRADE POINT AVERAGE (GPA):** W&M uses a four point grading system. A student's GPA is calculated by dividing the sum of earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA. Only coursework taken at W&M is used in the GPA calculation. Non-credit courses are graded, but no quality points are earned. W&M used a three point grading system prior to Fall 1976. The graduate schools of business and education used the three point system through Summer 1977. The law school adopted a 12-point scale from Fall 1989 to Spring 2003 in which GPAs were calculated by dividing total quality points by total hours, divided by three. The current law grading system was adopted Summer 2003.

### CURRENT GRADING POINT SYSTEM:

| Grade |                            | Quality Points | Credit Earned |
|-------|----------------------------|----------------|---------------|
| A+    | Law School only            | 4.3            | Yes           |
| A     | Excellent                  | 4.0            | Yes           |
| A-    |                            | 3.7            | Yes           |
| B+    |                            | 3.3            | Yes           |
| B     | Good                       | 3.0            | Yes           |
| B-    |                            | 2.7            | Yes           |
| C+    |                            | 2.3            | Yes           |
| C     | Average/Satisfactory       | 2.0            | Yes           |
| C-    |                            | 1.7            | Yes           |
| D+    |                            | 1.3            | Yes           |
| D     |                            | 1.0            | Yes           |
| D-    | Minimal Pass               | 0.7            | Yes           |
| F     | Failure                    | 0.0            | Yes           |
| P     | Pass                       |                | Yes           |
| LP    | Low Pass – Law School only |                | Yes           |
| W     | Withdraw                   |                | No            |
| WM    | Medical Withdraw           |                | No            |
| G     | Deferred Grade             |                | No            |
| I     | Incomplete                 |                | No            |
| S     | Satisfactory               |                | No            |
| O     | Satisfactory Audit         |                | No            |
| U     | Unsatisfactory Audit       |                | No            |
| H     | Honors – Law School only   |                | No            |

### PREVIOUS GRADING SYSTEM:

| Grade |  |
|-------|--|
| *A-   | Denotes converted grades from 3.0 to 4.0 scale               |
| *D    |  |
| NG    | Grade Not Reported   |
| R     | Indicates WRIT 101 course must be repeated                   |
| X     | Prefix denotes co-enrollment with student's home institution |
| Z     | Year-long course; grade and credit awarded second semester   |

**PLUS/MINUS VALUES:** The schools adopted the plus/minus grading system in the following terms:

|                          |  |
|--------------------------|--|
| Undergraduate Division   | Fall 1988  |
| Graduate Arts & Sciences | Fall 1990  |
| School of Business       | Fall 1984 (B+ and B- added)<br>Fall 1986 (C- added)<br>Fall 1987 (A- and C+ added) |
| School of Education      | Fall 1993  |
| Law School               | Fall 1971<br>Summer 2003 (A+ added)  |
| VIMS                     | Fall 1995  |

SIGNATURE



Sara L. Marchello, University Registrar

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**TO TEST FOR AUTHENTICITY:** An official transcript is printed on blue SCRIP-SAFE® paper, does not require a raised seal, and is valid only when it bears the signature of the University Registrar. The face of this document has a blue background and the name of the institution appears in white print across the face of the official transcript.

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