

Reading Unofficial Transcripts

The following are intended for illustration purposes only. All transcript examples are partial. Individual transcripts will vary. Should you encounter problems interpreting information on an unofficial transcript, contact the Registrar's office at richmond@udel.edu.

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Terms

1. **Program**=college
2. **Plan**=major, minor, or honors course of study.
3. **Sub-Plan**=concentration (within a major/plan)
4. The terms **units and credits are interchangeable**.
5. **T**=transfer. Course transferred to UD from another college (credit is granted but no grade factors into the gpa). Transfer information found at beginning of unofficial transcript.
6. **N** or **R**=Residency status. N= non-resident, R=resident (appears at the beginning of each semester next to class level).
7. **Advanced Placement (AP), International Baccalaureate (IB), Caribbean Advanced Proficiency Exams (CAPE) and A- level Cambridge credit**. Reflected as **Test Credits** on the transcript. Credits are granted but grade reflects **CR (credit)** not letter grade and not computed in GPA. Top of transcript, under Transfer Credits.
8. **Quality 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).
9. **FERPA regulations**: The Family Educational Rights and Privacy Act of 1974 grants to students certain rights, privileges, and protections relative to individually identifiable information. This policy restricts the information that the University may divulge to a third party concerning a student, which includes transcript information. For further information on this policy, check <http://www.udel.edu/registrar/ferpa> .

Sample Unofficial Transcript

Writing in **bold** for informational purposes only.

Beginning of transcript

The student's name and ID number appear in the heading of each page, accompanied by the UD logo and page number. The body of the transcript is split into two columns per page.

Print Date:	Sep 28, 2011	Date report		
Transfer Credits				
Transfer Credit from Camden County College				
Applied Toward Business and Economics Program				
Incoming Course				
MTH	111	Elements of Statistics I	3.000 A	2009 TERM SEM
Transferred to Term 2009 Fall Semester as				
MATH	201	INTRO TO STATISTICAL METHODS I	3.000 T	
Transfer Credit from Colorado State University				
Applied Toward Health Sciences Program				
Incoming Course				
BC	351	Principles of Biochemistry	4.000 A	2010 SUMR SEM
Transferred to Term 2010 Fall Semester as				
CHEM	214	ELEMENTARY BIOCHEMISTRY	3.000 T	
CHEM	166T	TRANSFER ELECTIVE	1.000 T	

Info from previous institution

Info at UD

Semester posted to UD Record

Program to which admitted

of credits, grade and term taken

Course transferred, see above info and FAQs

Print Date:	Sep 28, 2011			
Test Credits				
Test Credits Applied Toward Health Sciences				
Advanced Placement				
Transferred to Term 2008 Fall as				
BISC	104	PRINCIPLES OF BIOLOGY W/LAB	4.000	CR
Advanced Placement				
Transferred to Term 2008 Fall as				
ENGL	166	SPECIAL PROBLEM	3.000	CR
Advanced Placement				
Transferred to Term 2008 Fall as				
PSYC	100	GENERAL PSYCHOLOGY	3.000	CR
Advanced Placement				
Transferred to Term 2008 Fall as				
STAT	200	BASIC STATISTICAL PRACTICE	3.000	CR

Name of test

How counts at UD

Test score

Credit awarded. See above info and FAQs

Date credit applied

**Beginning of Undergraduate Record
2008 Fall Freshman N**

Program: Arts and Sciences
Plan: International Relations Major Bachelor of Arts 2123

Courses taken at UD

Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts
ECON 151 010	INTRO MICROECON: PRICES & MRKT	3.000	3.000	B-	8.001
ENGL 110 031	CRITICAL READING & WRITING	3.000	3.000	A-	11.010
HIST 104 013	WORLD HISTORY II	3.000	3.000	A-	11.010
Req Designation:	Multicultural				
MATH 115 016	PRE-CALCULUS	3.000	3.000	B-	8.001
POSC 240 012	INTRO TO INTERNTL RELATIONS	3.000	3.000	B+	9.999
POSC 241 011D	EXPLORING INTERNTL RELATNS	1.000	1.000	A	4.000
Req Designation:	First Year Experience				

2011 Fall Freshman N

Residency Status

Program: Arts and Sciences
Plan: English Major Bachelor of Arts 2133

Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts
POSC 403 010	CIVIL LIBERTIES: EQUAL PROTECTN	3.000	0.000		0.000
UNIV 101 010D	FIRST YEAR EXPERIENCE I	1.000	0.000		0.000
Req Designation:	First Year Experience				

	Attempted	Earned	Quality Hrs	Points
Term GPA	0.000	Term Totals	4.000	0.000
Cum GPA	0.000	Cum Totals	7.000	0.000
Transfer Cum GPA		Transfer Totals	13.000	0.000
Combined Cum GPA	0.000	Comb Totals	20.000	13.000

Totals for each career

Undergraduate Career Totals				
Cum GPA:	0.000	Cum Totals	7.000	0.000
Transfer Cum GPA		Transfer Totals	13.000	13.000
Combined Cum GPA	0.000	Comb Totals	20.000	13.000

Requestor: Your Name

End of Unofficial Academic Record

- End of transcript example -

FAQs About Transcripts:

Course Information

➤ **Are Listener grades counted in a course count?**

Answer: They are counted in Attempted hours but not Earned Hours or Quality Points.

Program:		Engineering				
Plan:		Mechanical Engineering Major Bachelor of Mechanical Enginee 2093				
Plan:		Honors 2093				
Course		Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts
ENGL	110 086	CRITICAL READING & WRITING	3.000	3.000	A-	11.001
Req Designation:		Honors				
MATH	242 012	ANALYTIC GEOMETRY & CALCULUS B	0.000	0.000		0.000
MATH	242 012L	ANALYTIC GEOMETRY & CALCULUS B	0.000	0.000		0.000
MATH	242 012D	ANALYTIC GEOMETRY & CALCULUS B	4.000	0.000	L	0.000
MEEG	101 081	INTRO TO MECHANICAL ENGR	0.000	0.000		0.000
MEEG	101 081L	INTRO TO MECHANICAL ENGR	3.000	3.000	B+	9.999
Req Designation:		Honors and First Year Experience				
PHYS	207 080	FUNDAMENTALS OF PHYSICS I	0.000	0.000		0.000
PHYS	207 080L	FUNDAMENTALS OF PHYSICS I	0.000	0.000		0.000
PHYS	207 080D	FUNDAMENTALS OF PHYSICS I	4.000	4.000	C-	6.668
Req Designation:		Honors				
			<u>Attempted</u>	<u>Earned</u>	<u>Quality Hrs</u>	<u>Points</u>
Term GPA	2.767	Term Totals	14.000	10.000	10.000	27.668
			<u>Attempted</u>	<u>Earned</u>	<u>Quality Hrs</u>	<u>Points</u>
Cum GPA	2.767	Cum Totals	14.000	10.000	10.000	27.668
Transfer Cum GPA		Transfer Totals	7.000	7.000	0.000	0.000
Combined Cum GPA	2.767	Comb Totals	21.000	17.000	10.000	27.668

➤ **How can I tell if a student took a course online or a course at a different campus?**

Answer: Go to Student Services Center > **grades**. Choose the semester in question and click on the course hyperlink. Or Student Services Center > **Academics tab** > **Term summary** to look at past semesters and click on semester and then course hyperlink. (see next page for example)

Advisee Grade Inquiry

Class Detail

GEOL 105 - 194 Geological Hazards and Their Human Impact
University of Delaware | 2007 Fall Semester | Lecture

[CLOSE](#)

CLASS DETAILS			
Status	● Open	Career	Undergraduate
Class Number	8503	Dates	8/28/2007 - 12/5/2007
Session	Regular Academic Session	Grading	Student Option
Units	3 units	Location	UD Virtual Campus
Instruction Mode	Online	Campus	Newark
Class Components	Lecture	Required	

MEETING INFORMATION			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Allan Thompson	8/28/2007 - 12/5/2007

CLASS AVAILABILITY			
Class Capacity	30	Wait List Capacity	0
Enrollment Total	26	Wait List Total	0
Available Seats	4		

NOTES	
Class Notes	This is an Online course.

➤ **How can I tell if a course is an Honors or Special topics course?**

Answer: It will be listed under the course title in the transcript. See examples below and on next page.

Program:	Engineering					
Plan:	Mechanical Engineering Major Bachelor of Mechanical Enginee 2093					
Plan:	Honors 2093					
Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts	
ENGL 110 086	CRITICAL READING & WRITING	3.000	3.000	A-	11.001	
Req Designation:	Honors					
MATH 242 012	ANALYTIC GEOMETRY & CALCULUS B	0.000	0.000		0.000	
MATH 242 012L	ANALYTIC GEOMETRY & CALCULUS B	0.000	0.000		0.000	
MATH 242 012D	ANALYTIC GEOMETRY & CALCULUS B	4.000	0.000	L	0.000	
MEEG 101 081	INTRO TO MECHANICAL ENGR	0.000	0.000		0.000	
MEEG 101 081L	INTRO TO MECHANICAL ENGR	3.000	3.000	B+	9.999	
Req Designation:	Honors and First Year Experience					
PHYS 207 080	FUNDAMENTALS OF PHYSICS I	0.000	0.000		0.000	
PHYS 207 080L	FUNDAMENTALS OF PHYSICS I	0.000	0.000		0.000	
PHYS 207 080D	FUNDAMENTALS OF PHYSICS I	4.000	4.000	C-	6.668	
Req Designation:	Honors					

Program:	Business and Economics					
Plan:	Accounting Major Bachelor of Science 2123					
Plan:	Mgmt Information Systems Minor 2123					
<u>Course</u>		<u>Title</u>	<u>Attempted Hrs</u>	<u>Earned Hrs</u>	<u>Grade</u>	<u>Quality Pts</u>
ACCT	316 011	INTERMEDIATE ACCOUNTING II	3.000	3.000	B	9.000
ACCT	363 010	SERVICE LEARNING & EITC	3.000	3.000	A	12.000
Req Designation:		Discovery Learning Experience				
BUAD	309 052	MGMT & ORGANIZATIONAL BEHAVIOR	3.000	3.000	A-	11.010
ENGL	312 014	WRITTEN COMMUNICATNS IN BUSINE	3.000	3.000	A	12.000
Req Designation:		A & S Writing Requirement				
MISY	330 012	DATABASE DESIGN & IMPLEMENTATN	3.000	3.000	A	12.000
NTST	167 010	SEMINAR	3.000	3.000	A	12.000
Course Topic:		NUTRITION FOR HEALTH AND SPORT				

Student Classification

- For a graduate student, what will be different about the transcript?

Answer: It will indicate Beginning of Graduate record at the top of the transcript (or under the Undergraduate record if a UD graduate) and will also be reflected at the bottom of the transcript. See example below.

Beginning of Graduate Record						
			2009 Fall	Master's N		
Program:	Arts and Sciences					
Plan:	Biological Sciences Master of Science 2143					
<u>Course</u>		<u>Title</u>	<u>Attempted Hrs</u>	<u>Earned Hrs</u>	<u>Grade</u>	<u>Quality Pts</u>
ADMIN	560 013	GRADUATE CONTRACT	0.000	0.000		0.000
Course Topic:		TEACHING ASSISTANT				
BISC	605 010	ADVANCED MAMMALIAN PHYSIOLOGY	4.000	4.000	A	16.000
BISC	827 010D	GRADUATE RESEARCH SEMINAR	1.000	1.000	P	0.000
BISC	868 000	RESEARCH	3.000	3.000	A	12.000
			<u>Attempted</u>	<u>Earned</u>	<u>Quality Hrs</u>	<u>Points</u>
Term GPA	4.000	Term Totals	8.000	8.000	7.000	28.000
			<u>Attempted</u>	<u>Earned</u>	<u>Quality Hrs</u>	<u>Points</u>
Cum GPA	4.000	Cum Totals	8.000	8.000	7.000	28.000
Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	4.000	Comb Totals	8.000	8.000	7.000	28.000

- How are minors reflected in the transcript?

Answer: Minors are reflected as a **Plan** at the beginning of every semester.

2007 Wintr		Senior R
Program:	Arts and Sciences	
Plan:	English Major Bachelor of Arts 2073	
Subplan:	Journalism Concentration	
Plan:	Political Science Minor 2073	
Plan:	Honors 2073	

➤ **If a student changes majors will the transcript reflect a change in transfer credits?**

Answer: It won't be reflected on the transcript but may be handled as a course directive (substitution on the degree progress report).

Degrees, Honors and Certificates Awarded

➤ **How is the completion of a degree reflected on the transcript?**

Answer: It is listed on both the top and the bottom of the transcript record.

Print Date:	Sep 29, 2011	
		Degrees Awarded
Degree:	Bachelor of Arts	
Confer Date:	May 31, 2008	
Degree GPA:	2.881	
Degree Rank:	2344 of 3413	
Plan:	Psychology Major	
Plan:	Biological Sciences Minor	

Top of document

Print Date:	Sep 29, 2011			
		Degrees Awarded		
Degree:	Bachelor of Arts			
Confer Date:	May 31, 2008			
Degree GPA:	2.881			
Degree Rank:	2344 of 3413			
Plan:	Psychology Major			
Plan:	Biological Sciences Minor			
Institution Info:	University of Delaware			
		Test Scores		
<u>Test ID</u>	<u>Test Component</u>	<u>Test Date</u>	<u>Test Score</u>	<u>Data Source</u>
GRE	Future Test Date	Dec 8, 0008	0.00	SLF
GRE	Quantitative	Dec 10, 2008	620.00	MAN
GRE	Total	Dec 10, 2008	1090.00	MAN
GRE	Verbal	Dec 10, 2008	470.00	MAN
GRE	Writing	Dec 10, 2008	4.50	MAN
		Beginning of Graduate Record		
	2009 Fall			Master's N

Middle of Document (and beginning of graduate record for student who is UD graduate and graduate student)

Graduate Career Totals						
Cum GPA:	3.784	Cum Totals	36.000	30.000	23.000	87.022
Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	3.784	Comb Totals	36.000	30.000	23.000	87.022
Requestor:	Your Name					
End of Unofficial Academic Record						

Bottom of Document (reflecting Graduate Career Totals).
Will reflect both graduate and undergraduate if applicable

➤ **How is a classification of Honors reflected on the transcript?**

Answer: It is listed as a **Plan** throughout the transcript. See example below.

2007 Wintr		Senior R
Program:	Arts and Sciences	
Plan:	English Major Bachelor of Arts 2073	
Subplan:	Journalism Concentration	
Plan:	Political Science Minor 2073	
Plan:	Honors 2073	

➤ **What if there is a double major?**

Answer: All plans will be listed.

2011 Spr		Junior N
Program:	Business and Economics	
Plan:	Marketing Major Bachelor of Science 2123	
Plan:	Finance Major Bachelor of Science 2123	

➤ **How are graduation Honors and Honors degrees reflected on the transcript?**

Answer: Under Degree Awarded.

Print Date:	Sep 29, 2011	
		Degrees Awarded
Degree:	Bachelor of Arts	
Confer Date:	May 29, 2004	
Degree GPA:	3.832	
Degree Rank:	161 of 3309	
Degree Honors:	Magna Cum Laude	

➤ **What about certification information (if applicable)?**

Answer: It will be listed under the degree category of Certificate and Plan/SubPlan under **Degrees Awarded**. See example below.

Print Date:	Sep 29, 2011
Degrees Awarded	
Degree:	Bachelor of Arts
Confer Date:	May 28, 2011
Degree GPA:	3.182
Degree Rank:	1839 of 3631
Plan:	Political Science Major
Plan:	History Education Major
Degree:	Certificate
Confer Date:	May 28, 2011
Degree GPA:	3.182
Plan:	NCATE Accredited Professional Education Program Certification
Sub-Plan:	Social Studies Education

Alumni Questions

➤ **How do alumni view their unofficial transcripts?**

Answer: Go to UD Home page and highlight "My UD" in the upper right hand corner. Then click on "UDSIS-Students."

The screenshot shows the University of Delaware homepage. At the top left is the University of Delaware logo and name. To the right is a search bar and navigation links: A-Z Index, Maps, People, My UD (circled in red), E-mail, Sakai, UDSIS-Staff, and UDSIS-Students. Below the navigation bar is a large banner with the text "Dare to be first." and a navigation menu: ABOUT US, ADMISSIONS, ACADEMICS, RESEARCH, LIBRARIES, ATHLETICS, STUDENTS, ALUMNI, FACULTY & STAFF, COMMUNITY. The main content area features a large image of a building with the text "Idea Leadership" and "UD listed among world's top universities." To the right of the image is a "Virtual campus EXPERIENCE" banner with a "go" button and a "Parents & Family Weekend" banner for "OCTOBER 14-16".

UD Central Authentication page

Alumni who are **not currently enrolled** must enter UD ID and PIN (right side) on the Central Authentication page (below) if he/she remembers it. If it is forgotten, click the applicable link and follow the instructions.

UD Central Authentication Service

To protect your personal information, be sure to log off and close your web browser when you are done accessing services that require authentication.

Log in to access secure data.

UDelNet ID: <i>(username)</i>	<input type="text"/>
Password:	<input type="password"/>
Change your password Need help?	
<input type="button" value="Submit form"/>	<input type="button" value="Reset"/>

UD ID:	<input type="text"/>
PIN:	<input type="text"/>
Change your PIN Students, Alumni, Applicants reset PIN Need help?	
<input type="button" value="Submit form"/>	<input type="button" value="Reset"/>

NOTE: Some systems may not be available between approximately 1:00 a.m. and 1:30 a.m. Monday - Saturday and between 4:30 a.m. and 5:00 a.m. on Sundays due to system maintenance.