■ KEY TO TRANSCRIPTS

REVISED NOVEMBER 1997

AMERICAN UNIVERSITY

W A S H I N G T O N ,   D C

OFFICE OF THE REGISTRAR

■ AMERICAN UNIVERSITY TRANSCRIPTS

Official transcripts carry the date of issue, the signature of the University Registrar, and the seal of the university. When issued to the student, official transcripts carry the notation, "Issued Directly to Student."

■ CREDIT HOUR VALUE

All undergraduate and graduate courses are valued in credit (or semester) hours. Generally, each credit hour is equal to 50 minutes of class instruction per week.

From fall 1970 though summer 1978, undergraduate credit was measured in course units, with values ranging from a quarter course (equivalent to one semester hour) through a full course (4 semester hours). For example: C01.00= one full course or 4 semester hours. Undergraduate students who completed a 3-semester-hour graduate level course received one full course credit. Thirty-two course units were required for a bachelor's degree. An undergraduate student was full-time when enrolled for the equivalent of 3 or more full courses.

■ MINIMUM DEGREE REQUIREMENTS

Associate degree: A minimum of 60 credit hours

Bachelor's degree: A minimum of 120 credit hours of approved course work.

Master's degree: At least 30 credit hours of graduate work

Doctoral degree: At least 72 hours of graduate work

■ FULL-TIME STATUS

Undergraduate full-time status is 12 to 17 hours in a semester. A graduate student is full-time when enrolled for at least 9 hours in a semester.

■ GRADING SYSTEM

Note: There is no official percentile equivalent for grades at American University.

Grades calculated in the grade point average:

Grade	Quality Points (QP)	
	4-point	3-point*
A Excellent) 4.0		3
A- 3.7		
B+ 3.3		
B Good) 3.0		2
B- 2.7		
C+ 2.3		
C (Satisfactory) 2.0		1
C- 1.7		
D (Poor) 1.0		0
F (Failure) 0		-1
X (Failure: administrative penalty) . . 0		

* *The 3-point system was used prior to fall 1970*

Grades not calculated in the grade point average:

I	=	Incomplete*
IP	=	In progress
L	=	Audit
N	=	No grade reported or invalid grade
P	=	Pass**
W	=	Withdrawal (after first two weeks of semester)
ZF	=	Fail on pass/fail option
ZL	=	Administrative withdrawal from audit
ZX	=	Fail (administrative penalty) on pass/fail option

*Incomplete: *Before fall 1980,* an Incomplete could stand as a permanent grade.

Effective fall 1980, an Incomplete may no longer stand as a permanent grade. The Incomplete Contract between student and instructor includes a default grade specified by the instructor; this grade is recorded as the final grade should the student fail to submit the outstanding work by the end of the following semester.

**Pass: Indicates a quality of performance no less than C for undergraduates or B for graduate students on a conventional grading scale.

Discontinued:

R	=	Repeated course (follows the grade)
S	=	Satisfactory
U	=	Unsatisfactory
WF	=	Withdrawal failing
WP	=	Withdrawal passing
Z	=	No grade reported (on pass/fail option)

■ GRADE POINT AVERAGE

Note: American University does not rank its students.

The grade point average (GPA) listed at the end of each semester is for that semester only. The cumulative grade point average is shown only when a degree has been granted. The cumulative grade point average does not include courses with grades other than A through F or courses covered by the Freshman Forgiveness Rule.* The graduate cumulative grade point average includes only graduate-level courses that are part of the specific graduate degree program.

To calculate the cumulative grade point average, divide the sum of the quality points by the sum of the semester hours:

$$GPA= \frac{\text{quality points}}{\text{semester hours}}$$

Between fall 1970 and fall 1978, transcripts include undergraduate courses taken under the course unit system. Total all the course units and multiply by four, and then add to the total number of semester hours:

$$GPA= \frac{\text{quality points}}{\text{semester hours}+\text{course units} \times 4 \ (\textit{fall 1970-fall 1978})}$$

Before fall 1970, a 3-point grading scale was used. Also, all work attempted (as distinct from satisfactorily completed) was included in the calculation as "hours attempted." To combine the 3-point and 4-point systems, the following formula is used:

$$GPA= \frac{\text{quality points + hours attempted (3-point system)} + \text{quality points (4-point system)}}{\text{hours attempted (3-point system)} + \text{hours attempted (4-point system)}}$$

*Freshman Forgiveness: A freshman who fails a course may repeat it within one year and have only the grade earned in the second attempt included in the grade point average. The first attempt remains part of the academic record.

■ COURSE NUMBERING SYSTEM

Each course is designated by a seven-digit number. The first two digits identify the teaching unit or department offering the course. The next three digits identify the specific course and its level:

xx.000-xx.009 = no credit earned toward a degree

xx.100-xx.499 = undergraduate courses

xx.500-xx.599 = graduate courses to which advanced undergraduates may be admitted

xx.600-xx.799 = graduate courses to which advanced undergraduates students usually are not admitted

The last two digits show the section number of the course. For summer courses, the section number also denotes the summer session.

The letters **C** or **O** before the first two digits indicates that the course was taught off campus. *Since fall 1992*, study abroad courses have a course number prefix letter to indicate location.

General Education and Honors Courses

Undergraduate courses may have a General Education Program designation following the course title.

Prior to fall 1989, letters were used to indicate distributive credit in Arts and Humanities (/A), Social Sciences (/S) or Natural Sciences (/N).

Since fall 1989, General Education courses carry a Curricular Area (1 through 5) and a level (1 or 2) designation (for example, 1:2). Courses taken to meet General Education requirements are marked with "G" on the transcript.

Courses taken in the University Honors Program are marked with "H" or have "Honors" as part of the course title on the transcript.

Independent Study and Internship Courses

Each teaching unit may offer individual reading and study courses which are designated by the departmental course number prefix and course numbers xx.390, xx.490, xx.590, xx.690.

Starting in fall 1973, these courses have a second-line title which indicates the student's project. The instructor's name may also appear with the course title.

Internship (numbered xx.491 and xx.691) and Cooperative Education Field Experience (numbered xx.392 and xx.692) courses are also available from most departments.

Course-Number Prefixes (Departmental Designations)

00	Cooperative Education and University Courses not part of a teaching unit *(prior to fall 1982)*
	General Education Complement courses *(from fall 1982 to fall 1989)*
01	University Honors Program
02	American Studies
03	Anthropology
05	Art: Studio and Design
07	Art History
08	Environmental Studies
09	Biology
10-14	Business Administration
15	Chemistry
16	Business Administration (discontinued)
17	Communication
18	Business Administration
19	Economics
21	Education
23	Literature
27	Earth Science (discontinued)
28	Applied Public Financial Management (discontinued)
29	History
30	Liberal Studies (discontinued)
31	Institutes (discontinued)
33	International Service
34	Jewish Studies
36	Language and Foreign Studies: Elementary and Intermediate
37	Language and Foreign Studies: Advanced and Topics
38	Language and Foreign Studies: TESOL/Linguistics
39	Washington College of Law
40	Computer Science
41	Mathematics
42	Statistics
43	Music (discontinued)
44	Applied Music (discontinued)
45	Washington Hospital Center (discontinued)
46	Nursing (discontinued)
47	Philosophy and Religion (discontinued)
48	Academy for the Preforming Arts (discontinued)
49	Health and Fitness *(prior to fall 1988:* Physical Education)
50	Audio Technology
51	Physics *(prior to summer 1981* included Audio Technology)
52	Government and Public Administration: Special Study (discontinued)
53	Government *(prior to fall 1988:* Government and Public Administration: Political Science)
54	Public Administration *(prior to fall 1988*: Government and Public Administration: Public Administration)
55	Information Systems *(prior to fall 1987:* Technology and Administration)
56	Washington Semester
57	Psychology
59	Educational Technology (discontinued)
60	Philosophy
61	Religion
64	Computer Science and Information Systems
65	Sociology
67	Preforming Arts: Dance, Music, Theatre, and Arts Management
68	Applied Music
69	Statistics (discontinued)
71	Community Studies (discontinued)
72	Continuing Education (discontinued)
73	Justice, Law and Society
74	English Language Institute (English for non-native speakers)
75	Interdisciplinary Studies
76	Women's and Gender Studies
77	APEL (Assessment of Prior Experiential Learning) (discontinued)
79	Learning Center (discontinued)
81	Wesley Theological Seminary
82-89	Consortium registration
90	Environmental and Marine Science (discontinued)
91	Consortium registration
92	Copenhagen Semester
93	Beijing Semester *(prior to fall 1988:* Campus Media)
94	Study Abroad in Poland
95	Study Abroad
96-98	Consortium registration

Consortium of Universities

The Consortium of Universities of the Washington Metropolitan Area includes the following institutions:

American University (AU)
The Catholic University of America (CU)
District of Columbia Teachers College (DT) (part of the University of the District of Columbia since fall 1977)
Gallaudet College (GC)
George Mason University
George Washington University (GW)
Howard University (HU)
Marymount University
Mount Vernon College (MV)
Southeastern University
Trinity College (TC)
University of the District of Columbia
University of Maryland

Courses taken at these institutions by a degree-seeking student are counted as residence credit at American University. *Before fall 1973,* these courses are indicated on the transcript with an asterisk (*) and the footnote "Consortium Course." The institution at which they were taken is identified by a two-letter code (shown above) after the course number. *Since fall 1973*, the institution is identified in the course title.

American University and Wesley Theological Seminary participate in a cooperative registration plan apart from the Consortium of Universities. *Before fall 1973,* courses taken under this plan are identified by "WT" following the course number. *Since fall 1973*, Wesley Theological Seminary is included in the course title.

■ SCHOOL, MAJOR, AND DEGREE CODES

At the top of each semester's record appear the semester of attendance, the school in which the student was enrolled, the student's major or major code, and the student's degree objective.

■ School Codes

CAS	College of Arts and Sciences
DCE	Division of Continuing Education (Nondegree)
KCBA	Kogod College of Business Administration
SABD	Study Abroad (non-American University)
SIS	School of International Service
SOC	School of Communication
SPA	School of Public Affairs
WCL	Washington College of Law
WSEM	Washington Semester

Discontinued:

B-AS	Business, Arts and Sciences
B-PA	Business, Public Affairs
CAJ	Center for Administration of Justice
CPA	College of Public Affairs
CPFM	Center for Public Financial Management
CPIA	College of PUblic and International Affairs
LC	Learning Center
SBA	School of Business Administration
SGPA	School of Government and Public Administration
SJ	School of Justice
SON	School of Nursing

■ Major Codes

(for transcripts of course work completed before 1990)

Code	Major
0000	none
0001	law
0002	international legal studies
0100	studio art
0101	design
0102	art education
0103	interior design
0104	art history
0105	fine arts
0106	music
0107	music
0108	printmaking
0109	music education
0110	communication
0111	interdisciplinary communication: visual communication
0112	speech communication
0113	interdisciplinary communication: mass media and society
0114	preforming arts
0115	film
0116	literature
0117	literary studies
0118	French studies
0119	German/West European area studies
0120	German studies
0121	Russian/USSR area studies
0122	Russian studies
0123	Spanish/Latin American area studies
0124	Spanish studies
0125	other language
0126	linguistics
0127	Jewish studies
0128	philosophy
0129	foreign language and communication media
0130	interdisciplinary communication: broadcast TV
0131	communication: journalism and public affairs
0132	religion
0133	communication: public communication
0134	science teaching
0135	communication: media studies
0136	distributed science
0137	computer science
0138	biology
0139	microbiology
0140	chemistry
0141	environmental studies
0142	earth science
0143	mathematics
0144	mathematics education
0145	applied mathematics
0146	statistics
0147	performing arts: arts management
0148	audio technology
0149	physics
0150	physics
0151	engineering 3-2 program
0152	economics
0153	applied economics
0154	history of religions
0155	French/West European area studies
0156	history
0157	counseling psychology
0158	painting
0159	sculpture
0160	development banking
0161	religious studies
0162	psychology
0163	experimental and social psychology
0164	clinical psychology
0165	language and area studies
0166	experimental psychology
0167	literature: cinema studies
0168	anthropology
0169	applied anthropology
0170	sociology
0171	counseling
0172	American studies
0173	special education: reading education
0174	performing arts: dance
0175	interdisciplinary studies
0176	law and society
0177	performing arts: theatre
0178	CLEG (communication, legal institutions, economics, and government)
0179	education
0180	early childhood and elementary education
0181	secondary education
0182	physical education
0183	physical education (master's only)
0184	special education: learning disabilities
0185	special education: emotionally disturbed
0186	medical technology
0187	educational administration
0188	counseling and student development
0189	student personnel services–higher education
0190	science education
0191	higher education
0192	special education
0193	generalist
0194	educational administration and supervision
0195	student development in higher education
0196	double major
0197	education, training, and career development
0198	general studies
0199	undeclared
0200	academic development program
0201	health/fitness management
0202	education: educational administration
0203	education: international education
0204	special education: emotionally disturbed
0205	special education: learning disabilities
0206	education: specialized studies
0207	education: student development: higher education
0210	economic communication
0213	communication: public communication
0215	film and video
0216	creative writing
0228	philosophy and social policy
0241	interdisciplinary studies: environmental toxicology
0246	statistical computing
0252	economic theory
0254	history of religions: Hindu tradition
0262	general psychology
0270	sociology: justice
0271	applied sociology
0275	interdisciplinary studies
0276	law and society
0278	CLEG (communication, legal institutions, economics, and government)
0280	elementary education
0281	secondary education
0288	counseling and development
0296	double major
0298	nursing
0301	procurement/acquisition and grants management
0302	procurement/acquisition and grants management
0303	professional accounting
0304	procurement management
0305	insurance
0307	finance
0309	business, general
0310	human resource management
0311	personnel and industrial relations
0312	employee relations
0313	international business
0315	marketing
0317	personnel
0319	land planning–real estate
0321	business statistics
0323	transportation
0325	business–government relations
0327	business–public relations
0328	applied public financial management
0329	business economics
0330	public financial management
0333	operations analysis
0334	real estate finance
0335	operations analysis and information systems
0336	business management information systems
0337	computer systems
0338	operations analysis
0339	church administration
0343	financial institution management
0345	business education
0347	institutional management
0348	urban development
0349	real estate and urban development
0350	accounting
0351	finance
0352	employee relations
0353	international business
0354	marketing
0355	real estate
0356	transportation
0357	business-government relations
0358	managerial economics
0359	operations analysis
0360	employee relations management
0361	public relations
0362	public information administration
0363	taxation
0364	public relations management
0371	mobility clause major
0374	individually arranged major (master's)
0375	interdisciplinary studies
0376	law and society
0378	CLEG (communication, legal institutions, economics, and government)
0391	legal aspects of business
0396	double major
0398	international affairs
0399	undeclared
0431	political science
0433	public administration
0434	human resource development
0435	public policy
0436	human resource management
0437	technology of management
0438	procurement management
0439	urban affairs
0441	international affairs
0443	American politics
0445	political science: politics and economics
0475	interdisciplinary studies
0476	law and society
0478	CLEG (communication, legal institutions, economics, and government)
0496	double major
0499	undeclared
0500	language/Eastern Europe

(major codes, continued from above right)

0501 = Czech/Eastern Europe
0502 = Hungarian/Eastern Europe
0505 = language/South-Southeast Asia
0506 = Thai/South-Southeast Asia
0507 = Vietnamese/South-Southeast Asia
0508 = Hindi/South-Southeast Asia
0515 = Indonesian/South-Southeast Asia
0518 = French/West European area studies
0520 = German/West European area studies
0522 = Russian/USSR area studies
0524 = Spanish/Latin American area studies
0543 = international affairs: international politics
0544 = international affairs: comparative and regional studies
0545 = international affairs: U.S. foreign policy
0546 = law and international affairs
0547 = European integration
0548 = international affairs
0549 = international relations
0550 = international development
0551 = international studies
0552 = East Asia area study
0553 = international communication
0554 = international service
0555 = language and area studies
0556 = development management
0562 = East Asia/Chinese
0563 = East Asia/Japanese
0565 = language/East Asia
0575 = interdisciplinary studies
0576 = law and society
0578 = CLEG (communications, legal institutions, economics, and government)
0596 = double major
0599 = undeclared
0635 = computer information systems
0636 = computer systems applications
0637 = technology of management
0638 = public systems management
0639 = information systems
0672 = justice
0673 = administration of justice
0675 = interdisciplinary studies
0676 = law and society
0677 = law and justice
0678 = CLEG (communications, legal institutions, economics, and government)
0696 = double major
0699 = undeclared
0775 = interdisciplinary studies
0910 = public relations
0937 = technology of management
0970 = correctional administration

0973 = administration of justice
0975 = interdisciplinary studies
0976 = learning center
0978 = CLEG (communications, legal institutions, economics, and government)
0991 = general studies
0993 = social science
0995 = business administration
0996 = double major
0997 = teaching
0998 = housing and urban development
0999 = undeclared
01101 = general psychology
01102 = creative writing
01103 = health/fitness management
01275 = interdisciplinary studies
01276 = learning center
01328 = applied public financial management
01501 = health/fitness management

■ Degree Codes

Non-Degree Codes

NDG   Non-degree graduate
NDLAW Non-degree law
NDUG Non-degree undergraduate

Associate Degrees

AA   Associate in Arts
AAJ   Associate in Administration of Justice
AGS   Associate in General Studies
AJ   Associate in Justice
ALAW   Associate in Law Enforcement
ASSOC Associate

Bachelor's Degrees

BA   Bachelor of Arts
BACH   Bachelor's
BFA   Bachelor of Fine Arts
BGS   Bachelor of General Studies
BM   Bachelor of Music
BME   Bachelor of Music Education
BS   Bachelor of Science
BSAJ   Bachelor of Science in Administration of Justice
BSBA   Bachelor of Science in Business Administration
BSGS   Bachelor of Science in General Studies
BSLE   Bachelor of Science in Law Enforcement
BSN   Bachelor of Science in Nursing
BSTM   Bachelor of Science in Technology of Management

Master's Degrees

MA   Master of Arts
MA/MBA Master of Arts/Master of Business Administration
MAPS   Master of Arts-Political Science
MAT   Master of Arts in Teaching
MBA   Master of Business Administration
MED   Master of Education
MFA   Master of Fine Arts
MIS   Master of International Service
MPA   Master of Public Administration
MPFM   Master of Public Financial Management
MPP   Master of Public Policy
MS   Master of Science
MSAJ   Master of Science in Administration of Justice
MSCA   Master of Science in Correctional Administration
MSHR   Master of Science in Human Resources
MSOD   Master of Science in Organization Development
MSPR   Master of Science in Public Relations
MSRE   Master of Science in Real Estate-Planning
MSST   Master of Science in Science Teaching
MST   Master of Science in Teaching
MSTM   Master of Science in Technology of Management
MSTR   Master's

Doctorate Degrees

DOCT   Doctorate
EDD   Doctor of Education
EDS   Education Specialist
PHD   Doctor of Philosophy

Law Degrees

JD   Juris Doctor
LLM   Master of Law

■ Credit Certificates

Undergraduate Certificates

UGCCD Undergraduate Certificate in Career Development
UGCCS Undergraduate Certificate in Community Studies
UGCDP Undergraduate Certificate in Data Processing
UGCER Undergraduate Certificate
UGCFR Undergraduate Certificate in Translation: French
UGCGE Undergraduate Certificate in Translation: German
UGCPR Undergraduate Certificate: Pride, Inc.
UGCRU Undergraduate Certificate in Translation: Russian
UGCSP Undergraduate Certificate in Translation: Spanish
UGCST Undergraduate Certificate in Applied Statistics
UGCTD Undergraduate Certificate in Training and Development
UGCTE Undergraduate Certificate in TESOL (Teaching English to Speakers of Other Languages)
UGCTW Undergraduate Certificate in Technical Writing
UGCUM Undergraduate Certificate: Upward Mobility

Graduate Certificates

AGCPR   Advanced Graduate Certificate in Public Relations
AGCTM   Advanced Graduate Certificate in Technology of Management
GCACC   Graduate Certificate in Accounting
GCAMG Graduate Certificate in Arts Management
GCBMG Graduate Certificate in Business Management
GCCS   Graduate Certificate in Computer Science
GCCSA   Graduate Certificate in Computer Systems Applications
GCECO   Graduate Certificate in Applied Economics
GCFR   Graduate Certificate in Translation: French
GCGE   Graduate Certificate in Translation: German
GCGM   Graduate Certificate in Governmental Management
GCHUD Graduate Certificate in Housing and Urban Development
GCIDM   Graduate Certificate in International Development Management
GCIRM   Graduate Certificate in Information Resources Management
GCIS   Graduate Certificate in Information Systems
GCMGT Graduate Certificate in Technology of Management
GCMTO Graduate Certificate in Management of Technological Organizations
GCOG   Graduate Certificate in Organizational Change
GCPD   Graduate Certificate in Professional Development
GCPFM   Graduate Certificate in Public Financial Management
GCPMG Graduate Certificate in Public Management
GCPR   Graduate Certificate in Public Relations and Government
GCRED   Graduate Certificate in Real Estate and Urban Development
GCRU   Graduate Certificate in Translation: Russian
GCSP   Graduate Certificate in Translation: Spanish
GCSPM   Graduate Certificate in Systems and Project Management
GCSR   Graduate Certificate in Social Research
GCST   Graduate Certificate in Science and Technology
          or Applied Statistics
GCTD   Graduate Certificate in Training and Development
GCTE   Graduate Certificate in TESOL (Teaching English to Speakers of Other Languages)
GCTOX   Graduate Certificate in Toxicology
GCTW   Graduate Certificate in Technical Writing
GCUAF   Graduate Certificate in Urban Affairs
GRCER   Graduate Certificate