

MT. HOOD COMMUNITY COLLEGE 26000 S.E. Stark Street, Gresham, Oregon 97030

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Dawn Sallee-Justesen, Registrar

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MT. HOOD COMMUNITY COLLEGE

Office of the Registrar
Admissions, Registration and Records
26000 SE Stark Street
Gresham, OR 97030
(503) 491-7393
FAX: (503) 491-7388

TRANSCRIPT LEGEND

ACCREDITATION: Mt. Hood Community College is accredited by the Northwest Commission on Colleges and Universities. The full accreditation statement can be found online at http://www.mhcc.edu/accreditation/.

DISCLOSURE OF EDUCATION RECORD INFORMATION: The attached information has been forwarded to you at the request of the student with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974, as amended, prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release.

GRADING SYSTEM: Academic letter grades A, B, C, D, F, and U are used to compute student grade point averages (GPA). MHCC computes GPA using the 4 point system and by dividing the grade points by the quality credits.

Grade A B C D F U S N W X K I IP NR	Points 4.0 3.0 2.0 1.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 = =	Definition Excellent Above Average Average Below Average Failure Unsatisfactory Satisfactory No Basis for Grade Withdrawal Audit Continuous Progress Incomplete In Progress Not Received from instructor
		S Comments
S Grade	=	For evaluation and transferability purposes, the S grade is equivalent to a grade of C

Grades of S, W, X, N, K and I are not computed for GPA. X and K grades do not receive credit.

It is the student's responsibility to arrange for correcting any errors in this record within 4 academic terms including summer. If a course was retaken, the 2nd grade was used in computing GPA only upon student request from Spring 1985 through Spring 1996. Effective Summer 1996, the highest grade is calculated in the cumulative GPA.

CALENDAR/CREDIT: Credits are stated in quarter hours. A minimum of 90 applicable credit hours is required for an Associate degree. The college year is divided into 4 quarters of approximately 11 weeks each. One credit is generally allowed for each discussion or laboratory period per week. The discussion period consists of 50 minutes of lecture or discussion; the laboratory period may consist of two or more clock hours.

SATISFACTORY ACADEMIC STANDING: A cumulative and/or last quarter GPA of 2.00 is required for satisfactory academic standing. Probation and suspension status are not printed on the transcript.

COURSE NUMBERING SYSTEM: Courses numbered 1-4 (not section numbers) do not carry grades or credit. Tuition is charged per clock hour.

<u>Courses Numbered 5-9</u> may be graded (letter grade) or ungraded (satisfactory/unsatisfactory) or audit only. These courses may be credit or non-credit. Courses numbered 5-9 may not be applied toward a MHCC career-technical degree or certificate except with approval of the area dean of the student's major, prior to registration.

<u>Courses Numbered 1-49</u> that do not carry credit cannot be applied to any degree or certificate.

<u>Courses Numbered 10-99</u> may be graded or ungraded and may carry credit applicable to a MHCC career-technical degree or certificate.

<u>Courses Numbered 100-299</u> are usually acceptable for a MHCC degree or certificate and are normally eligible for transfer to four-year institutions. Transfer acceptability is at the discretion of the receiving institution.

CEU = Continuing Education Units are not applicable toward a certificate of degree. One (1) CEU unit is equivalent to 10 clock hours.

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