

Final Transcript Rubric

Numerical Grade & Units

The transcript asks for a numerical grade so that staff members can verify the final Grade Point Average (GPA). “Units” are not the same as credit hours, which is generally how college level courses are measured. If you assign 3 credit hours per class as is typical at the college level, you will probably slow down your enrollment process as the admissions office will have to try to convert your hours to units. This is because most institutional high schools assign one unit per class per year. The majority of transcripts admissions offices see are in institutional high school format, and they have developed their system to work with that type of transcript. Conforming to this standard will make the evaluation process smoother for them and for you.

Here is an example of what an entry might look like. If you studied Algebra I all year with the student making a 92, but studied “Ancient Rome” for half a year with a grade of 85, and “Western Europe in the Middle Ages” the second half of the year, with a grade of 100, the entries would look like this:

Subject	Num. Grade/Units	
Algebra I	92	1
Ancient Rome	85	½
Middle Ages	100	½

Grading Scale and Final GPA

Most colleges and universities today use a 4 point grade point system. In this system an A is given 4 points, a B gets 3, a C gets 2, and a D gets 1.

In the example above you would assign 4 points for the 92 in Algebra I. The Ancient Rome class would be assigned 1.5 points (an 85 generally being considered a “B” which would be assigned 3 points), but, because it was only half a unit, it gets half the points. Likewise, the Middle Ages course would be assigned 2 points, half of the 4 it would have been assigned if it were a whole unit.

The grading scale is requested for the purpose of figuring the GPA. By informing us that you considered a 92 as an “A” in your school, we are able to see that you figured a total of 4 grade points for that unit.

Once you have assigned points to each class you can figure your final GPA. This is done by totaling your points then dividing by the number of units attempted.

Signature and date

It is very important that you sign and date the transcript after the actual graduation date. If it is received in the office with a signature date before the actual graduation date, it will be treated as an incomplete transcript with anticipated grades, and you will receive a call or letter requesting a final transcript.

