



# KEY TO TRANSCRIPT

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## GENERAL INFORMATION

Oakland University was founded in 1957 as Michigan State University Oakland. Classes began in September 1959. In 1963, the institutional name was changed to Oakland University (affiliated with Michigan State University). Oakland University became an independent institution in 1970.

## ACCREDITATION

Oakland University is accredited by the Higher Learning Commission (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 / (312) 263-0456). The Oakland University William Beaumont School of Medicine has been granted full accreditation by the Liaison Committee on Medical Education (LCME). In addition, many individual programs also are accredited by their respective professions.

## UNIVERSITY CALENDAR

Through August 1961, the university operated on a quarter-hour calendar and moved to the semester calendar starting fall 1961. Eight-week spring and summer sessions were offered through 2007. In 2008, the spring and summer sessions were combined into one summer semester.

## TRANSCRIPT LEVELS

Oakland University issues transcripts at the following levels:

**Continuing Education** – students pursuing non-credit certificates or taking individual courses recorded in continuing education units and not applicable to degree programs

**Doctoral** – students pursuing doctoral and education specialist degrees

**ESL Center** – students enrolled in the Center for English as a Second Language have courses recorded on a separate transcript from other continuing education programs but they are in continuing education units

**Graduate** – students pursuing master's degrees or graduate and post-master certificate programs

**Medical** – students pursuing the Doctor of Medicine degree

**Post-Baccalaureate** – students who hold a bachelor's degree and may be pursuing a second baccalaureate, teacher certification, prerequisites for graduate programs or personal development

**Professional Development** – post-bachelor or post-master students permitted to enroll in a graduate course but not pursuing any graduate credential

**Undergraduate** – non-matriculated students, dual-enrolled high school students and students pursuing their first bachelor's degree

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### UNIVERSITY GRADING SYSTEM

Adopted Fall 2018, the GPA is computed on a four-point scale:

Grade	Honor Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

The following letter grades also are used:

**I = Incomplete.** Temporary grade and may be given only by student request and instructor consent and only after the cut-off date for use of the W grade. Student has up to one year to complete coursework. I grades after the one year deadline shall be changed to a grade of 0.0 for undergraduate students. May be assigned permanently at the graduate level (designated I) and in certain cases involving “P” grades (see page 2).

**NP = No Progress.** Does not carry credit toward graduation. Used for doctoral thesis and research courses when the student has not made progress during the specified enrollment period.

**P = Progress.** Valid for courses where it is anticipated that the work cannot be completed during the normal semester. “P” indicates satisfactory progress at term’s end, pending a final mark for the course. Failure to complete coursework within two years results in assignment of 0.0 or “U” in the course to undergraduates and permanent “I” (designated I.) in course to graduate students.

**R =** Temporary mark assigned by the Registrar in the absence of a grade from instructor.

**S = Satisfactory.** Signifying at least 2.0 for undergraduate and at least 3.0 for graduate students, carries credit toward graduation.

**SP = Satisfactory Progress.** Used for doctoral thesis and research courses when the student has made appropriate progress during the specified enrollment period.

**U = Unsatisfactory.** Does not carry credit toward graduation.

**W = Official Withdrawal.**

**Z = Audit. No credit given.**

### The Oakland University William Beaumont School of Medicine grading system (MD program only):

HN – Honors  
HP – High Pass  
W – Withdrawn

P1 – Pass on 1<sup>st</sup> Attempt  
P2 – Pass on 2<sup>nd</sup> Attempt

SP – Satisfactory Progress  
I – Incomplete

FL – Fail  
NP – No Progress

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Performance in courses and clinical clerkships are described as follows:

**Honors (HN)** - Student demonstrates advanced level of performance/competency in course requirements.

**High Pass (HP)** - Student demonstrates above expected level of performance/competency in course requirements.

**Pass on 1<sup>st</sup> Attempt (P1)** - Student demonstrates expected level of performance/competency in course requirements on first attempt.

**Fail (FL)** - Student does not demonstrate expected level of performance/competency in course requirements.

**Pass on 2<sup>nd</sup> Attempt (P2)** – Student demonstrates expected performance/competency in the course requirements after successfully retaking assessment(s).

**Incomplete (I)** - Student is unable to complete requirements for a course due to illness or extenuating experiences.

**Satisfactory Progress (SP)** - Student has made appropriate progress during the specified enrollment period.

**No Progress (NP)** - Student has not made appropriate progress during the specified enrollment period.

**Withdraw (W)** - Student is officially withdrawn from the course.

*The Oakland University William Beaumont School of Medicine does not calculate GPA or class rankings.*

### COVID-19 PANDEMIC

During the Winter 2020, Fall 2020, and Winter 2021 semesters, a global pandemic required significant changes to course delivery. All undergraduate courses adopted optional S/U grading, although students could choose to keep traditional grading. In Fall 2020 and Winter 2021, the University made a decision to automatically convert all failing grades (F) to a grade of U. Summer 2020 and Summer 2021 semesters were not given the option for S/U grading.

### PAST GRADING SYSTEMS AND OTHER SYMBOLS USED

Through summer 2018, the undergraduate and graduate grading system was a 32-point system of numeric grades with passing grades ranging from 1.0 through 4.0, by tenths, and a no credit grade of 0.0. Where conversion of numeric to letter grades was necessary, the University recommended the following scale: 3.6 - 4.0 = A; 3.0 - 3.5 = B; 2.0 - 2.9 = C; 1.0 - 1.9 = D; 0.0 = F. Non-numeric grades were W, I, I., P, NP, SP, S, U, R and Z.

Prior to August 1963, letter grades were assigned as follows:

A = 4 (Excellent), B = 3 (Good), C = 2 (Average), D = 1 (Poor), F = 0 (Failure)

From August 1963 to May 1970 grades above 4.0 (4.1, 4.2, 4.3) were assigned to reward the highest academic achievement.

**N = No grade.** Signified withdrawal August 1963 to May 1970; assigned whenever credit not given May 1970 to August 1984; not recorded on transcripts between May 1970 and August 1976.

**WN = Withdrawal with unsatisfactory** performance in the course and **WS = Withdrawal with satisfactory** performance in the course. These grades were not recorded on undergraduate transcripts after September 1976.



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Prior to August 2022, The Oakland University William Beaumont School of Medicine utilized a “PA” grade to indicate “Pass” and a “PR” grade to indicate “Pass with Remediation.”

## **COURSE NUMBERING SYSTEM**

Starting fall 2017, courses numbered 1000 through 2999 indicate introductory undergraduate courses; advanced undergraduate courses are numbered 3000 through 4999. Courses numbered 5000 and above are primarily for graduate students. When a course number is followed by a P (for example: SPN 1140P), competency credit has been granted based on examination by that department.

Through summer 2017, courses numbered 100 through 299 indicated introductory undergraduate courses; advanced undergraduate courses were numbered 300 through 499. Courses numbered 500 and above were primarily for graduate students. When a course number was followed by a P (for example: SPN 114P), competency credit was granted based on examination by that department.

Prior to 1977, a series of University Courses (UC) were numbered to designate areas of study rather than level as follows: 010-019 (Western Literature), 030-039 (Western Institutions), 040-049 (Art and Music), 050-059 (Social Sciences), 060-070 (Non-Western Institutions, Area Studies), and 080-089 (Science and Mathematics for non-science majors).

English (ENG) 009, all Learning Skills (LS) (subsequently Rhetoric, RHT; currently Writing and Rhetoric, WRT) and Mathematics (MTH) courses numbered under 100 were or have been designed to enrich academic skills. Beginning September 1988, courses numbered under 050 concentrate on skill development and do not carry credit toward graduation.

Course numbers ending in N indicate that the course has been modified from its original content and that version does not meet the requirements of any degree program.

A course number suffix of C indicates that a course is offered for continuing education units. These courses are included only on continuing education transcripts.

Some graduate courses which have been identified as remedial begin with a leading zero (for example: 0500).

Courses numbered 9000 and above are for School of Medicine students.

## **REPEATED COURSES**

An “E” marks grades which are excluded from the grade point average and an “I” shows the inclusion of the grade in the grade point average. Courses that may be repeated for additional credit will have an “I” next to each enrollment.

Repeated courses on microfilm records are noted with slash marks (///) over previous grades received.

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