

Sample "reverse" side of transcript

Appendix A, see Procedure, Part 2

State College and University Name

Address City State Zip

Telephone Numbers URL of Institution

FICE No. XXXXX

A Member of the Minnesota State Colleges and Universities System

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**History**

**Grading System** (A=4, B=3, etc)/

Method GPA Calculation/

Institution Policy on recording all courses attempted/

Institutional policy on withdrawals, transfer credits, incompletes, repeated courses, academic forgiveness

**Course Numbering**

**Transcript Symbols**

**Accreditation**

**Honors**

**Academic Calendar/Enrollment Terms**

(start, end date or length of term)/**Unit of credit** (semester, quarter, or other)

**Miscellaneous Information**

**ADA Statement or Authenticity**

**Date Revised**

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**Authenticity/FERPA Section**