



OKLAHOMA CITY COMMUNITY COLLEGE

**TITLE: ADMINISTRATIVE POLICY NO. 5021
TRANSCRIPTS**

- 1.0 A permanent record of all academic coursework will be made available to the student on an official college transcript.
- 2.0 Transfer credit hours completed at institutions other than OCCC will be posted at the top of the transcript.
- 3.0 Grades or marks will be posted for all courses in which a student remains enrolled after the drop/add period. This will include any reprimed or repeated coursework.
- 4.0 All grades and transfer credit posted on the transcript will be used to calculate the Cumulative Grade Point Average (GPA).
- 5.0 All grades earned, with the exception of repeated or reprimed coursework, will be used to calculate the Retention GPA and the Graduation GPA for Associate in Arts, Associate in Science and Associate in Applied Science degrees.
- 6.0 The Graduation GPA for Certificates of Mastery will be calculated by using only the coursework which applies to the certificate.
- 7.0 The Graduation GPA is posted at the time a degree or certificate is awarded and will not change if a student takes additional coursework at later date.
- 8.0 Marks of I, S, U, AU, AW, and W will also be recorded, but will not be used in GPA calculations.
- 9.0 Grade point averages will be calculated on a semester and a cumulative basis.

Related Policy: Administrative Procedure No. 4028.

Effective: March 4, 1994

Revised: April 2, 2015