

# TRANSCRIPT INFORMATION

The grade point average (GPA) is computed on a four-point scale.

Grades calculated in the grade point average are:

GRADE	GRADE POINTS
A+	4.00
A	3.75
B+	3.50
B	3.00
C+	2.50
C	2.00
D+	1.50
D	1.00
F	0.00
WF*	0.00

\*Administrative Withdrawal Fail

Grades not calculated in the grade point average are:

I	Incomplete
IP	In Progress
AU	Audit
EX	Exempt; no credit
TR	Transfer; credit counted
W	Withdrawal
N	No Grade
P	Pass; credit counted
AW	Administrative Withdrawal

## ACADEMIC STANDING

00	Good Standing
AD	Academic Dismissal
DI	Dean's List
DX	Dismissed with Exception
NS	No Academic Standing
P1	Academic Probation - 1st term
P2	Academic Probation - 2nd term
SU	Suspension
R1	Academic Reinstatement - 1st term
R2	Academic Reinstatement - 2nd term
XP	Academic Expulsion

## RELEASE OF INFORMATION

Students may obtain transcripts of their academic records from the Office of the Registrar. Transcript will only be released with a signed request from the student concerned. The university will issue only complete transcripts, not parts of the student record.

The transcript cannot be released to another person, agency or organization. Release to other parties requires written consent of the student.

## UNIVERSITY HONORS AND AWARDS

**Dean's List:** The Office of the Registrar issues a dean's list of honor students at the end of each semester. To be placed on the dean's list, a student must:

- Have registered for and completed a minimum of 15 credits in the semester for full-time students and 12 credits for part-time students.
- Have at least a semester 3.5 GPA.
- Be in good academic standing.
- Have no failing grades in any of his/her courses during that semester.
- Have no incomplete grades.
- Have no disciplinary action against him/her.
- Be within the top 10 percent of the students in his/her college.

**Graduation Honors:** The university grants Latin honors at graduation. To be eligible for graduation honors, students must have completed at least 60 credits required for their degree in residence at PMU and have achieved the requisite GPA.

These are First Honors: 3.90 GPA and above; Second Honors: 3.70-3.89 GPA; Third Honors: 3.50-3.69 GPA. Honors are listed in the commencement program and on the student's diploma and permanent record.

## REPEATING COURSES

A student who receives an F (0.0) in any course is required to repeat the course and to achieve the required grade point average for that category of course. In the case of an elective, the major department may allow the student to select another elective.

Students may repeat a course one time, with additional repeats allowed at the discretion of the faculty. However, no more than 10 repeated courses are allowed over the student's career at PMU.

After the first repeat, prior grades count towards the student's GPA.

## ACADEMIC PROBATION

**Placement on Probation:** Students will be placed on academic probation at the end of any semester in which their grade point average (GPA) is below 2.0. Students on probation have one semester in which to achieve a non-cumulative GPA of 2.0 or higher. (Non-cumulative GPA is defined as a single-semester GPA.) If they do so in their subsequent semester, they are removed from academic probation. Failure to do so results in dismissal from the university.

**Removal of Probation and Dismissal:** Probation will be removed at the end of any semester in which the student attains a cumulative GPA of 2.0. (Cumulative GPA is defined as the total grade point average for all semesters since entering the university.) A student will be dismissed if he or she fails to remove his/her probation by the end of the third semester on probation. Actions involving academic probation and dismissal are entered on the student's permanent record.

**Reinstatement:** Students who left PMU not in good standing and have been out of the university for no more than two semesters may submit a written request for reinstatement to the Office of the Registrar. The request should outline activities since leaving PMU that contribute to the student's academic development. Courses taken at another institution during this interim period are not transferable.

Students who have been out of the university for more than two semesters must submit a new application for admission to the Office of Admissions. Dismissed students may also be considered for reinstatement.