

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY
 Christopher Grant, Associate Provost
 1 Aerospace Blvd. Daytona Beach, Florida 32114-3900
TRANSCRIPT GUIDE

GENERAL INFORMATION

Embry-Riddle Aeronautical University, the world's largest, fully accredited University specializing in aviation and aerospace, educates students at residential campuses in Prescott, Arizona and Daytona Beach, Florida, through the Worldwide Campus at more than 150 campus centers in the United States, Europe, Canada and the Middle East and through online learning. For more information, visit www.embryriddle.edu.

ACCREDITATION

Embry-Riddle Aeronautical University has been accredited, since 1968, by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC), 1866 Southern Lane, Decatur, GA 30033-4097, Telephone: 404-679-4501. The University is accredited to award degrees at the associate, bachelor, master and doctoral levels. See the current catalog for specific programs accredited by specialized accrediting bodies.

UNIT OF CREDIT

The semester credit hour is the unit of credit used throughout the University system.

FAA CERTIFICATES

All FAA Flight Certificates and Ratings recorded on the transcript were awarded as the result of flight training received at Embry-Riddle Aeronautical University. Advanced standing credit may be granted for FAA flight certificates earned outside the University.

COURSE NUMBERING SYSTEM

001-099	Undergraduate: Basic Skills Courses*
100-299	Undergraduate: Lower Division Courses
300-499	Undergraduate: Upper Division Courses
500-699	Graduate Level Courses
700	Master's Thesis
701-999	Doctoral Level

*Do not fulfill graduation requirements

GRADING SYSTEM

Grade designations and grade points for each hour of academic credit are as indicated below:

Grades	Definition		Grade points
	Undergraduate	Graduate/Doctoral	
A	Superior	Excellent	4.0
B	Above Average	Satisfactory	3.0
C	Average	Passing	2.0
D	Below Average	N/A	1.0
F	Failure		0.0
W	Withdrawal from Course		0.0
WF	Withdrawal from the University - Failing		0.0
AU	Audit		0.0
I	Incomplete/Passing		0.0
P	Passing		0.0
S	Satisfactory		0.0
U	Unsatisfactory		0.0
EXP	Exchange Course Pass		0.0
EXU	Exchange Course Unsatisfactory		0.0
T	Transfer Credit		0.0
N	No grade submitted by instructor	No grade submitted by instructor^	0.0
X	Advanced standing credit granted for experience outside the University		0.0
XP	Course Equivalency Passed/Advanced Standing Granted		0.0
XF	Course Equivalency Failed/Advanced Standing Not Granted#		0.0
IP	In Progress		0.0
NC	No Credit Awarded		0.0
	Continuing Education Units		CEU Awarded
P	Passing		CEU course value

^No Grade Submitted by Instructor or GCP/Thesis Continuation Course

#Grade eliminated effective 10/26/1994

GRADE POINT AVERAGES (GPA/CGPA)

A semester or term grade point average (GPA) and cumulative grade point average (CGPA) are computed for each student after every semester or term. The GPA is calculated by dividing the number of grade points earned during the semester or term by the number of credit hours attempted in that semester or term. The CGPA is determined by dividing the total number of grade points by the total number of hours attempted at the University. For undergraduate students, grade points and hours attempted are accrued in courses graded A, B, C, D, F and WF. For graduate students, grade points and hours attempted are accrued in courses graded A, B, C, F and WF.

REPEATING A COURSE

Undergraduate: With the exception of flight courses that may be repeated only once, an undergraduate may attempt a University course only three times. In determining the Cumulative Grade Point Average (CGPA), the grade for the second course attempt replaces the first and the grade for the third course attempt replaces the second. The grade(s) and credit hours for the third and any approved subsequent attempts will be used in calculating the CGPA. All course attempts are recorded on the University transcript. Between July 1994 and June 1999, the grade for all subsequent attempts at a course replaced the previous grade in the determining the CGPA, without a per-course limit.

Graduate: Effective May 1989, graduate students may petition to repeat one course in which a grade of less than B was earned for the purpose of improving their CGPA. Both grades earned are recorded on the University transcript, but, in this instance, only the replacement grade is included in the calculation of the grade point average. Beyond this approved petition, additional repeated coursework will be used in combination with the initial course attempt in calculating the student CGPA.

GRADE FORGIVENESS

Undergraduate grade forgiveness, granted only once via petition, permits the removal of a maximum of four grades from the academic record when a student changes degree program. Forgiven courses must not be required in the new program, are not calculated in attempted/earned hours or the CGPA and are labeled: "One Time Grade Forgiveness Policy – GPA Recalculated."

TRANSFER CREDIT

Grades for courses accepted for transfer credit are not reflected in the computation of the University GPA/CGPA.

GRADUATION HONORS

Summa cum laude: 3.900 - 4.000 Magna cum laude: 3.700 - 3.899 Cum laude: 3.500 – 3.699

Undergraduate honors levels are based solely upon credit earned at Embry-Riddle Aeronautical University. Prior to July 1, 2007, the level of graduation honors for undergraduate students was based upon a combination of the University cumulative grade point average (CGPA) and the grades for courses transferred from other institutions which were directly applicable to the student degree program. To be eligible, students must complete at least 45 credit hours in residence at the University.

Graduate students are recognized through inclusion of the notation "With Distinction" on diplomas and transcripts. To be eligible, graduate students must have completed their degree program with a CGPA of 4.0, based on grades received in all courses.

ACADEMIC STATUS

A student is in good standing unless a remark to the contrary appears at the end of the semester or term record. Remarks of "Suspension" or "Dismissal" indicate that the student's scholarship is below standard.

SPRING 2020

Due to the Pandemic in spring 2020, Pass (P) grades will satisfy course requirements for the student's program.

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EMBRY-RIDDLE AERONAUTICAL UNIVERSITY WORLDWIDE

Edward F. Trombley III, Registrar

1 Aerospace Boulevard, Daytona Beach, Florida 32114-3900, Telephone: 866-393-9046, www.embryriddle.edu

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UNIT OF CREDIT

The semester credit hour is the unit of credit used throughout the University system.

COURSE NUMBERING SYSTEM

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100-299	Undergraduate: Lower Division Courses
300-499	Undergraduate: Upper Division Courses
500-699	Graduate Level Courses
700	Master's Thesis
701-899	Doctoral Level Courses
900-999	Doctoral Dissertation

*Do not fulfill graduation requirements

GRADING SYSTEM

Grade designations and grade points for each hour of academic credit are as indicated below:

Grades	Definition		Grade points
	Undergraduate	Graduate/Doctoral	
A	Superior	Excellent	4.0
B	Above Average	Satisfactory	3.0
C	Average	Passing	2.0
D	Below Average	N/A	1.0
F	Failure		0.0
I	Incomplete/Passing		0.0
IP	In Progress		0.0
AU	Audit		0.0
P	Passing		0.0
S	Satisfactory		0.0
X	Advanced standing credit granted for experience		0.0
T	Transfer Credit		0.0
N	No grade submitted/required	No grade submitted/required ^	0.0
W	Withdrawal from Course		0.0
WF	Withdrawal from the University – Failing		0.0
XP	Course Equivalency Passed/Advanced Standing Granted		0.0
XF	Course Equivalency Failed/Advanced Standing Not Granted #		0.0
U	Unsatisfactory		0.0
EXP	Exchange Course Pass		0.0
ESU	Exchange Course Unsatisfactory		0.0
	Continuing Education Units		
		CEU Awarded	
NC	No Credit Awarded		0.0
I	Incomplete		0.0
P	Passing		CEU course value

^No Grade Submitted/Required by Instructor; or GCP/Thesis Continuation Course

#Grade eliminated effective 10/26/1994

CREDIT IN ESCROW

Credit designated "in escrow" is earned by students in Embry-Riddle Aeronautical University high school programs, including Dual Enrollment, Aviation Academy and/or Aviation Institute.

GRADE POINT AVERAGES (GPA/CGPA)

A semester or term grade point average (GPA) and cumulative grade point average (CGPA) are computed for each student after every semester or term. The GPA is calculated by dividing the number of points earned during the semester or term by the number of credit hours attempted in that semester or term. The CGPA is determined by dividing the total number of points by the total number of hours attempted at the University. For undergraduate students, points and hours attempted are accrued in courses graded A, B, C, D, F and WF. For graduate students, points and hours attempted are accrued in courses graded A, B, C, F and WF.

REPEATING A COURSE

Undergraduate: With the exception of flight courses that may be repeated only once, an undergraduate may attempt a University course only three times. In determining the Cumulative Grade Point Average (CGPA), the grade for the second course attempt replaces the first and the grade for the third course attempt replaces the second. The grade(s) and credit hours for the third and any approved subsequent attempts will be used in calculating the CGPA. All course attempts are recorded on the University transcript. Between July 1994 and June 1999, the grade for all subsequent attempts at a course replaced the previous grade in determining the CGPA, without a per-course limit.

Graduate: Effective May 1989, graduate students may petition to repeat one course in which a grade of less than B was earned for the purpose of improving their CGPA. Both grades earned are recorded on the University transcript, but, in this instance, only the replacement grade is included in the calculation of the grade point average. Beyond this approved petition, additional repeated coursework will be used in combination with the initial course attempt in calculating the student CGPA.

TRANSFER CREDIT

Grades for courses accepted as transfer credit are not reflected in the computation of the University GPA/CGPA.

GRADUATION HONORS

Undergraduate honors are based upon grades received in all Embry-Riddle Aeronautical University undergraduate courses.

Summa cum laude: 3.900 - 4.000 Magna cum laude: 3.700 - 3.899 Cum laude: 3.500 - 3.699

Prior to July 1, 2007, the level of graduation honors for undergraduate students was based upon a combination of the University cumulative grade point average (CGPA) and the grades for courses transferred from other institutions which were directly applicable to the student degree program. To be eligible, students must complete at least 45 credit hours in residence at the University.

Graduate students are recognized through inclusion of the notation "With Distinction" on diplomas and transcripts. To be eligible, student must have completed the entirety of their Embry-Riddle graduate studies with a CGPA of 4.0.

Doctoral coursework is not subject to honors recognition.

ACADEMIC STATUS

A student is in good standing unless a remark to the contrary appears at the end of the semester or term record. Remarks such as "Suspension" or "Dismissal" indicate that the student's scholarship is below standard.

FAA CERTIFICATES

All FAA Flight Certificates and Ratings recorded on the transcript were awarded as the result of flight training received at Embry-Riddle Aeronautical University. Advanced standing credit may be granted for FAA flight certificates earned outside the University.

SECURITY

To ensure the privacy and security of our student's records, Embry-Riddle Aeronautical University does not print the social security number of our students on our official transcript. The month and day of birth are printed as an alternate student identifier.

TO TEST FOR AUTHENTICITY: Translucent icons of a globe *MUST* appear when held toward a light source. The face of this transcript is printed on blue SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

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EMBRY-RIDDLE AERONAUTICAL UNIVERSITY
 Glen Leo, Associate Registrar
 3700 Willow Creek Road, Prescott, Arizona 86301, Telephone: 928-777-3808
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C	Average	Passing	2.0
D	Below Average	N/A	1.0
F		Failure	0.0
I		Incomplete/Passing	0.0
IP	In Progress	In Progress *	0.0
AU		Audit	0.0
EXP		Exchange Course Pass	0.0
EXU		Exchange Course Unsatisfactory	0.0
P		Passing (credit)	0.0
S		Satisfactory	0.0
X	Advanced standing credit granted for experience outside the University		0.0
T		Transfer Credit	0.0
N	No grade submitted by instructor	No grade submitted by instructor^	
W		Withdrawal from Course	0.0
WF		Withdrawal from the University - Failing	0.0
XP		Course Equivalency Passed/Advanced Standing Granted	0.0
XF		Course Equivalency Failed/Advanced Standing Not Granted#	0.0
U		Unsatisfactory	0.0
Grades	Continuing Education Units	CEU Awarded	
NC	No Credit Awarded	0.0	
I	Incomplete	0.0	
P	Passing	CEU course value	

*Thesis or Research Project in Process

^No Grade Submitted by Instructor or GCP/Thesis Continuation Course

#Grade eliminated effective 10/26/1994

Impact of COVID19

Due to the Pandemic, the Spring 2020 Pass (P) grades will satisfy course requirements for the student's program.

GRADE POINT AVERAGES (GPA/CGPA)

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GRADE FORGIVENESS

Undergraduate grade forgiveness can apply towards B, C, D and F grades. Grade Forgiveness is granted only once via petition and permits the removal of a maximum of four courses from the academic record when a student changes their degree program. Forgiven courses must not be required in the new program, are not calculated in attempted/earned hours or the CGPA, and are labeled "Undergraduate Grade Forgiveness Policy - GPA Recalculated."

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ACADEMIC STATUS

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