

Supplemental Guide to Transcript of Academic Record for Undergraduate Students

Under the Narrative Evaluation System at the University of California, Santa Cruz, a student's performance in a course is recorded by means of an instructor narrative evaluation. The evaluation is accompanied by a Pass notation or, at the student's option, a letter grade if the course is eligible for the letter-grade option. Work that is not of passing quality does not appear on the student's record. A comprehensive examination and/or senior thesis is required as part of each undergraduate's major program, which may be sponsored by a board of studies, a committee of studies, or a college. The Narrative Evaluation System does not permit computation of grade point averages or class rankings.

UC Santa Cruz operates on a quarter calendar, with three quarters per academic year and optional summer sessions.

UC Santa Cruz is accredited by the Western Association of Schools and Colleges.

Key to Course Credit

The number of "Quarter Courses Completed" multiplied by 5 equals the total quarter units earned. From September 1965 to June 1972, course credit earned by examination appears in the memoranda column and must be added to the number of quarter courses completed.

September 1965 to August 1982:

Each course is equivalent to five quarter units of credit except noncredit courses designated "0" in the credit column.

Effective September 1982:

Certain courses in music and the natural sciences carry partial course credit. The following designations will appear in the credit column:

Effective September 1984:

Preparatory courses Mathematics 1a and 1B carry five units and Writing 10 two units of workload credit only.

| | |
|-----------------------|------------------------|
| 1.0 = 5 quarter units | 0.4 = 2 quarter units |
| 0.8 = 4 quarter units | 0.2 = 1 quarter units |
| 0.6 = 3 quarter units | 0.0 = noncredit course |

Classification of Courses

| | |
|---------|----------------|
| 1-99 | Lower division |
| 100-199 | Upper division |
| 200-301 | Graduate |

Courses taken during summer sessions are distinguished by the letter "S" prefixed to the regular course number.

Grade Notations

January 1972 to present:

| | |
|------|--|
| Pass | Performance of clearly passing quality, meriting certification of satisfactory progress toward the bachelor's degree. |
| P | Performance of clearly passing quality (course taken for credit by petition, K1 code). |
| I | Incomplete work of passing quality; removed from the student's record if not replaced by a Pass by the end of the following quarter. |
| IP | In progress. Multiple-term course; the notation assigned for the final quarter is recorded for each quarter of the course. |
| NR | Grade notation from instructor pending. |
| A | Excellent |
| B | Good |
| C | Fair |

If the grade option is exercised, D work is not considered passing and will not appear on the record.

September 1965 to December 1971:

| | |
|------|---|
| D | Barely passing. |
| Fail | Performance that does not merit a Pass. |

Letter-Grade Option

September 1965 to December 1981:

At student option, letter grades were awarded in specific upper-division courses and a very limited number of lower-division courses in certain fields of study.

Effective January 1982:

At student option, a letter grade may be awarded in any upper-division or graduate course and in a limited number of lower-division courses. The instructor writes a narrative evaluation in addition to the letter grade.

Summer Session

Effective June 1967 to May 1982:

All regular UCSC students enrolled in Summer Session courses were evaluated on a Pass/No Record basis. Students enrolled for Summer Session only were eligible to elect the letter-grade option in any Summer Session course.

Effective June 1982:

Regular UCSC students may request a letter grade in any upper-division or graduate Summer Session Course.

Narrative Evaluations

The course instructor prepares a written evaluation for each student who passes the course, including students who have requested letter

grades. Physical education courses do not receive narrative evaluations. Prior to August 1979, the instructor of a large class could be exempted from writing evaluations by the provost or his or her college. Since September 1979, exemptions from writing evaluations are no longer available.

The board or committee of studies or the college sponsoring the student's major program is responsible for preparing a written evaluation of the student's comprehensive examination and/or senior thesis.

Honors

College Honors

The faculty of the student's college may confer College Honors if it determines that the student's academic performance is of outstanding quality throughout his or her undergraduate career.

Honors in the Major

The board or committee of studies or college sponsoring the student's major program may confer Honors or Highest Honors in the major field.

Honors in a Comprehensive Examination/Senior Thesis

A student may earn Honors for the comprehensive examination or senior thesis. Papers of students awarded Honors are read by at least two readers.

Description of Transcript

The transcript of academic record issued on behalf of an undergraduate student who has registered at the University of California, Santa Cruz, consists of up to four distinct documents:

- 1) a record of all courses passed or incomplete;
- 2) instructor narrative evaluations in chronological order;
- 3) an evaluation of the student's comprehensive examination or senior thesis, written by the board or committee of studies or college sponsoring his or her major program; and
- 4) an overall assessment of the student's academic career at Santa Cruz prepared by his or her college at the request of the student.

The student may request that only part 1 be forwarded.

The student is in good academic standing unless otherwise noted.

NOTE:

In accordance with the federal Family Educational Rights and Privacy Act of 1974, the transcript including narrative evaluations may not be released to a third party without obtaining the written consent of the student.

The documents of the transcript should not be separated or discarded.

Office of the Registrar
University of California
Santa Cruz, California
95064
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