

Official Transcript of Academic Record
 COLLEGE OF THE DESERT
 Desert Community College District
 43-500 Monterey Avenue
 Palm Desert, CA 92260
 Office of Admissions and Records: (760) 773-2516

ACCREDITATION

College of the Desert is fully accredited by the following:

- Accrediting Commission for the Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the US Department of Education.
- Commission on Allied Health Education and Accreditation
- National League for Nursing Accrediting Commission
- National Organization of Accrediting Degree Nursing

COPPER MOUNTAIN COLLEGE

Copper Mountain College, located in Joshua Tree, California, began as a satellite campus of College of the Desert, part of the Desert Community College District. Transcripts were conjoined through Summer Term, 2001. Following Summer Term, 2001, the Copper Mountain campus became Copper Mountain College, an institution not connected with Desert Community College District. Course work attempted by students prior to Fall Semester, 2001 is duplicated on transcripts from Copper Mountain College and College of the Desert.

CREDIT

College of the Desert is on the semester system and all units awarded are semester units.

REPEATED COURSES

If a course in which a substandard grade of D, F, or FW is repeated, the first grade is annotated by an R and the units and grade points awarded from the earlier course are not included in the cumulative totals. The first grade is computed into GPA until the semester following repeat at which time GPA is recalculated.

WITHDRAWAL MARK

If a student withdraws from a class during the first two weeks of instruction or 30% of the course, neither the course nor the grade will appear on the student's record. If a student withdraws from a class between the third week of instruction or 31% and the fourteenth week of instruction or 75%, whichever is less, a mark of "W" is assigned.

GPA STATEMENT

GPA is configured using the following method: Cumulative attempted units shown are accurate; all grading symbol or notation units (AP, AR, CL, E, ML, MW, NP/NC, P/CR, R, RD, T, W) are deducted before final GPA computation. GPA is computed in a column not visible on the transcript. Be assured the cumulative GPA is correct.

College of the Desert has released this information in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Information contained in these records may not be released to a third party without written consent of the student. You are obligated to comply with the above restrictions on the release of any information contained herein.

Beginning Fall 2003 College of the Desert completed a software conversion; therefore, two College of the Desert transcripts from two data sources may be sent. Every effort has been made to ensure these transcripts are accurate.

INCOMPLETE GRADE

An incomplete grade is changed to a letter grade if the incomplete is not cleared within one academic semester (summer excluded).

GRADING SYSTEM

Symbol	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory.	1
F	Failing	0
FW	Failing for unofficial withdrawal* (effective Fall 2009)	0
I	Incomplete (Changed to letter grade if not made up within one academic semester, effective Fall 1978.)	
IP	In Progress	
MW	Military Withdrawal	
NP/NC	No Pass/No Credit (less than satisfactory, or failing; units not counted in GPA)	
P/CR	Pass/Credit (at least satisfactory; units awarded, but not counted in GPA)	
W	Withdrawal	

GRADE NOTATIONS

AP	Advanced Placement
AR	Academic Renewal
CL	CLEP
E	Credit by Examination
ML	Military Credit
R	Repeat
RD	Report Delayed
T	Other Institutional Credit (Transfer)

*For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The FW grade shall be used in determining academic standing.

ACADEMIC RENEWAL

A grade forgiveness policy allowed under California law. Granted for one or two semesters upon successful petition from the student and verification that one of the following has been met based on all units attempted subsequent to the semester(s) of renewal:

- 15 semester units with a minimum of a 3.00 GPA
- 30 semester units with a minimum of a 2.50 GPA
- 45 semester units with a minimum of a 2.00 GPA

All grades and units in the semester(s) renewed are removed from the calculation of the GPA and number of units earned. An AR notation is made on the transcript to denote Academic Renewal.

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

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ADDITIONAL TESTS: When photocopied, a latent security statement containing the institutional name and the words COPY COPY COPY appear over the face of the entire document. When this paper is touched by fresh liquid bleach, an authentic document will stain brown. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (760) 773-2518. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!