

**Transcript Key of Academic Record
Millikin University
Office of the Registrar
1184 W. Main St.
Decatur, IL 62522**

General Information

Millikin University is a private, four-year institution. Millikin University has been accredited since 1914 by what is now the Higher Learning Commission. Recent re-affirmation of that accreditation was in 2007. For further information regarding this accreditation, contact the Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, or call (312) 263-0456.

Academic Calendar

All credits listed on this transcript are semester credits.

Academic Credentials

Millikin University offers five undergraduate degrees. The Bachelor of Arts degree (B.A.), conferred on graduates of the College of Arts and Sciences; certain majors in music, theatre, and art from the College of Fine Arts, and selected majors in the College of Professional Studies; The Bachelor of Fine Arts degree (B.F.A.), for certain majors in theatre or in art; the Bachelor of Science degree (B.S.), conferred on graduates of the Tabor School of Business, some majors in the College of Professional Studies, and certain areas of the College of Arts and Sciences; The Bachelor of Music degree (B.M.), for some graduates of the College of Fine Arts; and the Bachelor of Science in Nursing degree (B.S.N.), conferred on some graduates in the College of Professional Studies. Millikin University also offers graduate degrees. The Master of Business Administration degree (M.B.A.), conferred on graduates of the Tabor School of Business; The Master of Science in Nursing degree (M.S.N.); and the Doctor of Nursing Practice degree (D.N.P), conferred on graduates of the College of Professional Studies: School of Nursing graduate programs.

Millikin University provides the opportunity for individuals to complete an Academic Certificate. In most cases, an Academic Certificate consists of 9 to 17 credit hours of course work, and provides opportunities for individuals to demonstrate focused study in academic area(s) which enhance personal and professional development.

Release of Information

The educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. Transcripts are furnished for official use only and may not be released to or accessed by outside agencies or by third parties without written consent of the student.

Repeated courses

Several indicators will appear noting a course has been repeated. From 1992 on, either an **(*)** or the letter **E** will appear next to the course that is being repeated, and either the letter **R** or the letter **I** will appear next to the course, which replaces the first grade. Students can repeat a course once to improve the grade. Only the grade earned the second time will be computed into the GPA. A Millikin course replaces a course of similar content previously transferred to the University. In 1994 to 1996, the repeat policy allowed students to average repeated course work no matter if it occurred at Millikin or the work was repeated off-campus. A grade with the letter "T" preceding it is averaged into the overall GPA, but not counted as earned credit. In 1997 the replacement policy was voted back into effect. Certain courses can be repeated multiple times. Consult the Millikin University Bulletin for additional information.

Transfer Credits

In general, Millikin will accept up to 66 total credits from an accredited community college. As of Fall 2006, transfer grades will not be counted in the Millikin GPA. Transfer grades appear on the transcript preceded by the letter "P". Credit will be accepted from other accredited four-year or two-year colleges or universities to fulfill degree requirements at Millikin provided the residency rule of completing 33 credits out of the last 45 credits in the degree with courses at Millikin is met.

Grading System (1969 to 1993)

<u>Letter</u>	<u>Pts.</u>
A	4.00
B+	3.50
B	3.00
C+	2.50
C	2.00
D+	1.50
D	1.00
F	0.00

W	Withdrew prior to end of 6 th week
WP	Withdrew passing after the 6 th week
WF	Withdrew failing after the 6 th week (counts in GPA)
I	Incomplete
AU	Audit
P	Passing (credit counts towards degree, not in GPA)

Grading System (1994 to present)

<u>Letter</u>	<u>Pts.</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00

W	Withdrew prior to end of 10 th week
WP	*Withdrew passing after the 6 th week (1994-2003)
WF	*Withdrew fail after 6 th week (F in GPA) (1994-2003)
I	Incomplete
AU	Audit
P	Passing (credit counts towards degree, not in GPA)
NG	No Grade reported
XF	Failure due to Academic Dishonesty
WA	Administrative Withdrawal
	*WP/WF was done away with in 2004 and the W period was increased from 6 to 10 week duration.

Pass-Fail Option

Juniors or Seniors may take the Pass-Fail Option for courses outside of the major, provided they have an overall GPA of 3.0 or higher and are a full-time student. A limit of one course per semester is allowed.

Adult Amnesty/Developmental Courses Policy

Grades preceded by the letter "A" or * are excluded from the institutional and cumulative GPA/credits. The following grades are excluded: AD+, AD, AD-, AF, AWF, *P, and *F.

Advanced placement, proficiency, and pre-system summary credits will appear at the beginning of the transcript.

Academic Status

All students must earn a minimum of 2.00 GPA to graduate from Millikin University. Education, Nursing, and Athletic Training majors are required to earn a GPA higher than 2.00 (see University Bulletin for details). When any student falls below a 2.00 GPA in work attempted at Millikin, the student can be placed on several academic statuses. The following may appear on the transcript:

- Academic Warning: Student can continue studies at the University (cumulative GPA below 2.00)
- Academic Suspension: Student is not allowed to return to the University until one full term has passed and then must seek permission from Admission Committee to return.
- Academic Probation: Student's GPA is above the suspension requirements but below a 2.00. Student can continue at Millikin if they achieve a 2.25 for the next term or increase their Millikin cumulative GPA to a 2.00 or higher. A committee of faculty and the Registrar review all cases to determine Probation or Suspension.