

# TRANSCRIPT KEY

Humber College Institute of Technology & Advanced Learning  
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## TRANSCRIPT

The transcript is a subset of the student's official academic record. It lists all courses (passed, failed, withdrawn, transfer work and/or repeated courses) and any credentials awarded. Also included on the transcript are Term Totals, Earned Hours (Ehrs), GPA Hours, Quality Points (QPts), Term GPA, and an Academic Standing decision following each term where the student has completed more than six hours of course work.

Official transcripts carry the college seal, the signature of the Registrar and are sealed in official envelopes or transmitted electronically through Electronic Data Interchange (EDI).

## COURSE NUMBERING

Credential	Year	Code/Numbering
Certificate & Apprenticeship	1	AAAA 1##
Diploma/Advanced Diploma	1	AAAA 1##
	2	AAAA 2##
	3	AAAA 3##
Baccalaureate Degree	1	AAAA 1####
	2	AAAA 2####
	3	AAAA 3####
	4	AAAA 4####
Graduate Certificate	1 & 2	AAAA 5####
Non-credit & Testing		AAAA 0##

## REPEATED COURSES

Repeated courses will appear on the transcript, and the highest grade of the repeated courses will be Included (I) in the calculation of the GPA, Overall GPA, and CPGPA; and the lower graded repeated course will show as Excluded (E). The I and E indicators can be found next to the final course grade for each course.

Special Note: Effective September 2014, Humber migrated to a new student information system. All courses completed prior to September 2014 were converted into the new system with a repeat indicator of (I).

## TRANSFER WORK

Transfer work (TRC) is not included in the calculation of any grade point averages. As a result of data conversion, all transfer courses (TRC) issued prior to September 2014 display with a repeat indicator of (I), however TRC is not included in any GPA calculation. Effective September 2014, transfer work will not display with any repeat indicators.

## CALCULATION OF TERM GPA, OVERALL GPA, AND CPGPA

Effective September 1, 2014, Humber will publish three Grade Point Averages on the transcript: Term GPA (TGPA); Overall GPA; and Cumulative Program GPA (CPGPA).

*Term GPA (TGPA)* is calculated by dividing the term total amount of quality points (QPts) by the term total of GPA Hours (GPA-Hrs).

*Overall GPA* is calculated by summing up each term total quality points (QPts) and each term total GPA Hours (GPA-Hrs), and then dividing the total quality points (QPts) by the total GPA Hours (GPA-Hrs).

*Cumulative Program GPA (CPGPA)* is the same calculation as Overall GPA with the exception that only the program curriculum courses' quality points (QPts) and GPA Hours (GPA-Hrs) are used in the calculation.

*Quality Points (QPts)* is calculated by multiplying the final course grade by the course credits.

## ACADEMIC STANDING

Effective September 1, 2014 Humber will use the Cumulative Program GPA and Term GPA to determine a student's academic standing.

For complete details about Academic Progression, and to differentiate the rules for Humber's various credentials, refer to the Academic Regulations at [humber.ca/academic-regulations](http://humber.ca/academic-regulations)

## GRADING SYSTEM

Grades are reported as numerical percentages out of a possible grade of 100. Unless stated otherwise in the course outline, the passing grade policy is as follows:

### College Certificate/Diploma/Graduate Certificate Programs:

Prior to August 31, 2013 the passing grade was 60 per cent.  
Effective September 1, 2013 the passing grade is 50 per cent.

### Baccalaureate Degree Programs:

A passing grade is 50 per cent.

Special Grades not included in the calculation of any grade point averages.

AEG	Aegrotat
AUD	Audit
CR	Credit Earned
DEF	Deferred Grade
EXM	Exemption (prior to Fall 2014)
GNE	Grade Not Earned
INC	Incomplete
LOP	Letter of Permission
NCR	No Credit Granted
SAT	Satisfactory
TRC	Transfer Credit/Equivalency (Fall 2014 onward)
UNS	Unsatisfactory

For a detailed explanation of Special Grades refer to the Academic Regulations at [humber.ca/academic-regulations](http://humber.ca/academic-regulations)

Prior to September 1, 1980 the grading scheme was as follows:

4 Excellent	90%+	A
3 Proficient	80%+	B
2 Satisfactory	70%+	C
1 Deficient	55%+	D
0 Failure	25%+	F

## ABOUT HUMBER

Humber College was established by the Department of Education Act (Ontario) 1967 and currently operates under the direction of the Ministry of Training, Colleges and Universities of Ontario (MTCU) and is governed by the Ontario Colleges of Applied Arts and Technology Act, 2002.

Our academic programs are fully recognized by Colleges and Institutes Canada (CICan, [collegesinstitutes.ca](http://collegesinstitutes.ca)), formerly ACCC, of which Humber is a member.

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