

**California Lutheran University**

Registrar's Office  
60 W. Olsen Road #1325, Thousand Oaks, CA 91360-2700

**TRANSCRIPT REQUEST**

FEE: \$5.00 PER COPY

PRINT NAME:                      LAST                      FIRST                      MIDDLE                      List **ALL** name changes                      Date

Dates Enrolled (years) \_\_\_\_\_

Birthdate: \_\_\_\_\_ ID # \_\_\_\_\_

SS # \_\_\_\_\_

The University is authorized to process this request in accordance with the following instructions:

Number of transcripts to be mailed to address below \_\_\_\_\_

**SEND TRANSCRIPT TO: *Print plainly for direct mailing.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do not write below this line. \_\_\_\_\_ ZIP

**This form must be completed in its entirety. Please recheck.**

**CHECK:**

- Undergraduate (100-400)
- Graduate (500)
- Continuing Ed (700-900)
- ADEP

<i>Office Use Only</i>
Amount Rec'd _____
Date Sent _____

List course # if you are waiting for a particular class: \_\_\_\_\_  
 \_\_\_\_\_ After grade change or incomplete makeup.  
 (State course and semester: \_\_\_\_\_ )  
 \_\_\_\_\_ After degree is recorded.  
 \_\_\_\_\_ After final grades for \_\_\_\_\_ semesters.

**SIGNATURE**

Print your full name and address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Under provisions of the Family Rights and Privacy Act of 1974, this record is not to be released to a third party without written consent of the student.

### **COURSE NUMBERING SYSTEM**

Beginning September 1966:

100-299 Lower Division

300-499 Upper Division

500 Graduate

Prior to August 1966:

1-99 Lower Division

100-199 Upper Division

Courses numbered 50p-99p (Sept. 1966 - Sept. 1970) are participation courses with no course credit or grade point value and completion of the course will be indicated by "Cr."

Continuing Education courses are numbered 800 and C400, 600 and 900.

### **GRADING SYSTEM**

**A** - Excellent; **B** - Good; **C** - Average; **D** - Barely Passing;  
**F** - Failing; **In** - Incomplete; **W** - Withdrawal; **AU** - Audit;  
**P** - Passing; **NCR** - No Credit; **UW** - Unofficial Withdrawal;  
**NR** - No Report

Incompletes not removed within one semester become "F's."

Graduate students have 1 year to make up incompletes.

**A** = 4 Grade Points

September 1961 - September 1966:

Semester credits.

September 1966 - September 1971:

Quarter calendar and the course system. One course equals 4 quarter units ( $2\frac{2}{3}$  semester credits).

September 1971 - Present:

Semester credits and the 4-1-4 calendar.