

## FOR FURTHER INFORMATION, CONTACT THE STUDENT SERVICES OFFICE AT:

WITC Administrative Office  
505 Pine Ridge Drive  
Shell Lake, WI 54871  
715.468.2815

WITC-Ashland  
2100 Beaser Avenue  
Ashland, WI 54806  
715.682.4591

WITC-New Richmond  
1019 South Knowles Avenue  
New Richmond, WI 54017  
715.246.6561

WITC-Rice Lake  
1900 College Drive  
Rice Lake, WI 54868  
715.234.7082

WITC-Superior  
600 North 21st Street  
Superior, WI 54880  
715.394.6677



## HOW TO READ TRANSCRIPT

The header includes the student name, student ID, birthdate, address, and print date.

**Degrees Awarded** Lists type of degree, confer date, and major (program plan). Note: Degree(s) will not appear unless awarded.

The term and year are shown along with the subject area, course number, and course title as well as credits attempted and earned, letter grade, and grade points earned. The grade point average (GPA) as well as cumulative GPA is shown by term.

If a student has transferred coursework from another institution or tested out of any courses, that information is shown under Transfer Credits at the end of the transcript.

**Course Numbering System** - WITC has an eight-digit course numbering system. The first two digits are the aid code, the next three digits identify the instructional area, and the last three digits identify the specific course.

Aid Code 10 - Associate Degree program courses. Courses numbered with 1083X are non-college level.

Aid Code 32 (two-year), 31 (one-year), 30 (less than one year) - Technical Diploma program courses and 39 - Short-term training

Aid Code 42, 43, 47, 60 - Continuing Education courses

Aid Code 50 - Apprenticeship courses

Aid Code 33, 36, 38, 43, 73, 74, 75, 76, 77, 78 - Basic Education courses

**Repeating Courses** - As of June 1, 2009, a course may be repeated in which a grade of a 2.0 or lower on a 4.0 scale is received. The highest grade will be used in calculating the plan and cumulative grade point. Prior to June 1, 2009, the second grade was always used to calculate the student's cumulative GPA.

**Grade Point Calculation** - The GPA is calculated by dividing the total number of grade points earned by the number of credits attempted for which grades of A thru F were earned. Does not include any credits in which a S, U, W, or I was earned. The result, rounded off to two decimal places, is the GPA.

## COLLEGE CATALOG

The current catalog is available on our web site at [www.witc.edu/programs](http://www.witc.edu/programs).

## ABBREVIATIONS

I Incomplete - course not completed  
CRD Tested out of course at WITC - credit is granted based on competency evaluation  
CRD Coursework transferred from another institution (grade point of 2.0 or higher)  
W Withdrawal - a formal withdrawal from the course was initiated by the student  
G Audited course  
R Repeated course  
TR Transfer credit prior to summer term 2002

**REGIONAL ACCREDITATION** – Wisconsin Indianhead Technical College, a technical college in the Wisconsin Technical College System, is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. WITC is a member of the North Central Association of Colleges and Schools. WITC also holds program-specific accreditation in a number of program areas.

**CALENDAR AND CREDITS** – WITC operates on two sixteen-week semesters and one eight-week summer term. A unit of credit is equivalent to one semester hour.

**CONTINUING EDUCATION TRANSCRIPTS** – Prior to August 2002, tracking of attendance and grades for continuing education coursework was not required. If you have the original certificates showing hours attended and the "S" or "U" grades you were awarded, please provide that information to student services, and a grade can be entered. If you do not have your original certificates, your transcript is complete as noted.

## CONVERSION OF CONTINUING EDUCATION CREDIT VALUE TO HOURS OF INSTRUCTION

Hours of Instruction	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30	31-32	33-34	35-36	37-38	39-40
Credit Value	.05	.10	.15	.20	.25	.30	.35	.40	.45	.50	.55	.60	.65	.70	.75	.80	.85	.90	.95	1.0

## EXPLANATION OF GRADE, GRADING SCALE AND GRADE POINTS

Grades reflecting student achievement are given upon completion of the course according to the following criteria:

Letter Grade	Grading Scale	Grade Points Per Credit
A	95 – 100%	4.00
A-	93 – 94%	3.67
B+	91 – 92%	3.33
B	87 – 90%	3.00
B-	85 – 86%	2.67
C+	83 – 84%	2.33
C	80 – 82%	2.00
C-	78 – 79%	1.67
D+	76 – 77%	1.33
D	72 – 75%	1.00
D-	70 – 71%	0.67
F	0 – 69%	0.00