



### Transcript Guide

## NORTHEAST STATE COMMUNITY COLLEGE

#### Official Name of the Institution

1966-1970	Tri-Cities State Area Vocational-Technical School
1970-1978	Tri-Cities State Regional Vocational-Technical School
1978-1990	Tri-Cities State Technical Institute
1990-2009	Northeast State Technical Community College
2009-Present	Northeast State Community College

Northeast State is governed by the Tennessee Board of Regents. The college serves a racially non-identifiable population and does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or veteran status.

#### Accreditation

Northeast State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Northeast State also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Northeast State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

#### Release of Student Information

This transcript has been transmitted at the request of the named student or otherwise in accordance with public law 93-380 (Family Educational Rights and Privacy Act of 1974). Further transmittal of this academic record is not authorized except in accordance with PL 93-380.

#### Authentication of the Academic Record

All Northeast State official transcripts are printed on blue security paper with the facsimile signature of the Registrar. A raised seal is not required.

#### Transfer Credit

Only courses and credits accepted by Northeast State are indicated on the transcripts of students.

#### Academic Fresh Start

A person who has not been enrolled in a college or university for four years or more may apply for an Academic Fresh Start. If approved, all previous coursework would not be applied to the cumulative grade point average but would appear on the transcript.

#### Advanced Standing

Advanced standing can be established through approved examination programs and educational experiences in the Armed Services. Approved programs include the following:

1. Educational programs and experience in the Armed Services of the United States as recommended by the Guide to the Evaluation of Educational Experiences in the Armed Services published by the Commission on Educational Credit of the American Council on Education.
2. Advanced Placement program of the College Entrance Examination Board.
3. Subject and General Examination programs of the College Entrance Examination Board.
4. Credit by Exam. Comprehensive departmental examination over subject matter of courses taught at this institution as approved by the Northeast State department offering the course.

#### Course Numbering System

07XX - Learning Support (Remedial Level)  
08XX - Learning Support (Developmental Level)  
09XX - Institutional Credit  
1XXX - Freshman level  
2XXX - Sophomore level  
Effective Fall 1997, Northeast State course numbers were converted to four digits.

Three digit course numbers are continuing education courses.

#### Grading System

The credit hour: Prior to Fall 1988, Northeast State operated on a quarter system (10 weeks). A semester calendar (15 weeks) was adopted Fall 1988. One semester hour credit represents completion of 55 minutes of recitation or lecture per week for one semester, or a minimum of 100 minutes of laboratory work per week for one semester.

Grades		Quality Points per Credit Hour
A	- Excellent	4
B	- Above Average	3
C	- Average	2
D	- Below Average	1
F	- Failing	0
FA	- Failure and stopped attending	0
S	- Satisfactory	—
N	- Not Satisfactory	—
I	- Incomplete	—
IP	- In Progress	—
AU	- Audit	—
W	- Withdrawal	—
Z	- Fresh Start	—
CS	- Continuing Education Satisfied	—
CN	- Continuing Education Unsatisfied	—

#### Repeat of Courses

The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned. In all instances, the grade earned in the last attempt will be used to determine the student's grade point average, academic standing, and graduation requirements.

#### Semester Honors

Students passing a minimum of 12 semester hours of college-level coursework during the fall or spring semester at Northeast State with a grade point average of 4.0 will be named to the President's Academic Honors List. Students earning a 3.5-3.99 grade point average will be named to the Vice President's Academic Honors List.

#### Graduation Honors

Students with a final cumulative grade point average of 3.90 to 4.00 will be awarded Summa Cum Laude, while students with a final cumulative grade point average to 3.75 to 3.89 will receive Magna Cum Laude. Students with a final cumulative grade point average of 3.50 to 3.74 will receive Cum Laude.

Learning Support courses are not counted toward semester or graduation honors.

#### Abbreviations and Terms Appearing on the Academic Record

AHRS	- Hours attempted this term
EHRS	- Hours earned this term
GPA HRS	- Hours applicable to GPA this term
QPTS	- Quality points. Value assigned for letter grade
GPA	- Grade Point average. Quality points divided by quality hours
SUBJ	- Course subject
NO	- Course number
CRED	- Course semester hours
GRD	- Course grade
R	- Repeat
E	- Course repeated - Excluded from GPA
I	- Last repeat of courses - Included in GPA

#### Statement of Graduation

Degrees are awarded at the conclusion of the spring, summer, and fall terms each year. Degrees are posted on academic records after each term.

**TO TEST FOR AUTHENTICITY:** The face of this document has a green background. Apply fresh liquid bleach to the background. If authentic, the paper will turn brown. Please question authenticity of document if signature and seal are not visible or are distorted.

**ADDITIONAL TEST:** When photocopied, a security statement containing the institution name will appear prominently across the face of the entire document. ALTERATION OR FORGERY OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE! A black and white document is not an original and should not be accepted as an official institutional document. This transcript 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 additional questions about this document, please contact our office at 423.323.0253

#### Coin Reactive Ink



A white ink that when rubbed with the edge of a coin will verify the authenticity of the document by the presence of black smudges.