

BAPTIST HEALTH COLLEGE LITTLE ROCK

STUDENT SERVICES

TRANSCRIPTS

Policy Number: 611	Effective Date: December 2009
Authorized by: Joel Hicks, EdD, RT(R)	Edited Date: February 2024

PURPOSE: To provide direction in provision of transcripts.

POLICY: Baptist Health College Little Rock (BHCLR) official transcripts are provided to the student, non-graduate or graduate according to established process and prepayment of required fee.

PROCESS:

1. Official and unofficial transcripts are issued within 5 business days of receipt of electronic or written request, provided there are no holds on the student financial account.
2. Unofficial transcript request forms are available at the business office, on the BHCLR website, and are submitted to BHCLR Business Office for processing. Official transcript requests are submitted via the National Student Clearinghouse. A link to the ordering site is available on the BHCLR website. A transcript for the student, graduate or non-graduate is not issued if there is an outstanding financial obligation to Baptist Health College or Baptist Health or outstanding library holdings.
3. Official transcripts contain the Baptist Health College seal and are sealed in an envelope stamped "official" or sent electronically via the National Student Clearinghouse.
4. Official transcripts may be picked up in person by student, mailed, or sent electronically via the National Student Clearinghouse. Students should be aware that most institutions do not consider a faxed transcript official.
5. Unofficial transcripts are free of charge.
6. There is a fee for each official transcript.
7. Official transcripts issued, upon graduation, to respective Boards or Agencies for licensure, certification or registry purposes will be free of charge to graduating students.
8. BHCLR academic transcripts are maintained indefinitely.

Grade Reporting

1. The entire student's academic history is reflected on the transcript.
2. The academic history includes final grades and credits based on theory, clinical laboratory, and skills laboratory, as deemed by each program requirements, general education courses that are required for a particular program, successful CLEP credits from other institutions that are required for a particular program and credit by validation courses if applicable.
3. General education courses may be accepted as transfer credits as required by a particular program. No courses of fewer semester credit hours than those required for a particular program will be accepted. Courses taken on a quarter system will be evaluated on a case by case basis. All transfer courses must have an assigned grade of "C" or higher.
4. Any remediation offered is considered part of the course and will not be indicated separately on the transcript. The final grade after remediation will be recorded on the transcript.
5. Any student with an incomplete course requirement at the end of the course will be given an "I". The "I" will be changed to an "F" after a period of 6 months unless otherwise specified.
6. If a course is repeated, the initial attempt is forgiven. The initial attempt is recorded on the transcript and the grade is surrounded by parentheses. The grade for the initial attempt in a repeated course is not calculated in the GPA, CGPA or in the credit hours. The latest attempt at a course will be calculated in the GPA, CGPA and the credit hours.
7. Possible Transcript Grades and Grade Value Point:

Grade	Value Point	Grading Scale	Interpretation
A	4	94-100	Excellent
B	3	86-93	Good
C	2	77-85	Average
D	1	70-76	Below Average
F	0	0-69	Failing
W	0	NA	Student Voluntary Withdrawal
WX	0	NA	Administrative Withdrawal
I	0	NA	Incomplete
CR	0	NA	Credit
NC	0	NA	No Credit

Students who voluntarily withdraw from a course will receive a W for that course. Student voluntary withdrawals are student initiated. Students who are withdrawn from a course for academic or administrative reasons will receive a WX for the course. The appropriate school official initiates administrative withdrawals. See deadline dates on the Academic Calendar.

The “CR” and “NC” designation can be utilized for CLEP credits, AP credits, and credit by validation, Spiritual Perspective, and clinical experiences. Credit by validation courses are awarded at the time of program completion.

8. Calculating Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

Semester Grade Point Average Calculation

The Semester GPA statistic reflects all BHCLR course grades and general education course grades during a particular time frame that are required in a particular program. The Semester GPA is calculated at the end of each semester.

Cumulative Grade Point Average Calculation

The Cumulative GPA statistic reflects all BHCLR course grades that the student has completed with BHCLR and general education course grades that have been accepted as transfer credit.

Grade Point Average Computation

Each letter grade assigned to a student is assigned a point value. Grade points for each course can be determined by multiplying the number of points the grade is worth by the number of credit hours the course carries. An assigned grade of an “A” (worth four points) for a three-credit hour course is worth 12 value points. An assigned grade of a “B” (worth three points) for a three-credit hour course is worth 9 value points.

GPA's are determined by adding the total value points for all courses and dividing by the total number of credit hours attempted in the same period of time. All GPA's are rounded to the hundredths place.

9. Abbreviation of course title reflects professional major or discipline to be studied:

HT
MLS
NM
RADG

Histotechnology
Medical Laboratory Sciences
Nuclear Medicine
Radiography

PCT	Patient Care Technician
PNSG	Practical Nursing
NSG	Registered Nursing
SLPT	Sleep Technology
SP	Spiritual Perspective
ST	Surgical Technology
OTA	Occupational Therapy Assistant

10. The numbering system for courses in a program of study offered by BHCLR provides the following information: First number is the curriculum level of study; second is the course code; and the third and fourth numbers are the number of credit hours.
11. Course credit hours are calculated according to the minimum criteria outlined by the Accrediting Bureau of Health Education Schools' formula(s). See program specific Program Profile Grid.

Missing Transcripts

1. Every effort will be made in the attempt to locate the missing record involving faculty and administrative staff in a department-wide search.
2. Respective State Board or Certifying Board shall be contacted for a copy of the missing transcript.
3. Individual requesting transcript shall be notified of circumstance and asked for information related to previous recipients of official school transcript, also other colleges or universities attended prior to BHCLR entry, that may have an official copy; colleges and universities attended after graduation shall likewise be contacted.
 - 3.1 Previous recipient such as colleges, schools, etc shall be contacted for a copy of the BHCLR official transcript, if so authorized in writing.
 - 3.2 If known, previous employers or military branches will be contacted if so authorized in writing by the individual.
4. If a copy of the transcript cannot be obtained, a "duplicate transcript" will be created as follows:
 - 4.1 Determine time-frame individual enrolled;
 - 4.2 Determine if graduated or at what point in the program was study discontinued.
 - 4.3 Obtain social security number to use in checking if financial obligation outstanding and to place on the duplicate transcript.
 - 4.4 If a graduate, then the grade in each nursing course would be "Cr" after determining through archived documents that the student was listed as a graduate. Actual grades will be posted only if the grade book can be located.
 - 4.5 Obtain list of all known used names; and search all record storage areas again for all "AKA's".
 - 4.6 Obtain transcript or grade reports from affiliate college or university for final grade in sciences and general education courses.
 - 4.7 Review *Yearbooks* of the identified time-frame to verify presence during the enrollment period and registration.
 - 4.8 Contact the Business Office for enrollment period and registration.

- 4.9 Contact respective licensing or certifying board for license or certification exam outcomes and demographic information.
5. Prepare the “duplicate transcript” by using all the information collected in steps 1- 4.9.
6. Designate on the transcript that it is a “duplicate” and that the final course grades of “Cr” represents higher than those recorded can neither be verified, no a higher GPA be determined and that the student is recorded as a past graduate that completed the program with no grade lower than a “C” or “S”.