

## ACADEMIC TRANSCRIPTS

A student may request official transcripts through the National Student Clearinghouse (NSC). To learn how to request transcripts visit UCC website at <http://umpqua.edu/request-transcripts>.

Links to NSC are provided through each student's self-service account, the UCC web site Transcript page [www.umpqua.edu/request-transcripts](http://www.umpqua.edu/request-transcripts), or directly through National Student Clearinghouse [www.nationalstudentclearinghouse.org](http://www.nationalstudentclearinghouse.org). Official transcripts are stamped with the college seal, and delivered to recipients designated by the student.

Unofficial Transcripts are labeled "Unofficial" and available through the Student Self Service account.

Umpqua Community College does not release copies of any transcripts originating from another college, university, high school or entity, from which the student may have transferred.

### Holding of Transcripts

Transcripts will be held for outstanding debts owed the College or any other lending institution that provided financial aid, after the acceptance of the account by a collector, including the U.S. Department of Education.

### Transferring UCC Credits

Institutions of the Oregon public universities will accept 124 transfer credits from Oregon community colleges.

Any transferable credit earned after completing 124 quarter hours must be earned at a four-year school. Permission is required from the department and the Registrar's Office at the four-year school for exceptions to this rule. UCC does not assume responsibility for acceptance of additional credit by another school.

Career-technical credits may be transferred in certain programs to Oregon public universities on a transfer articulation agreement. Students should plan in advance with proper college officials at both UCC and the college or university involved to make all of the necessary arrangements.

### CEU and Non-Credit Transcripts

Continuing Education Units are awarded at the discretion of the college. An official transcript of CEU and non-credit courses may be requested from the Office of Registration and Records following regular UCC transcript guidelines.

## ACADEMIC STATUS

### Honor Roll

For full-time students, UCC maintains two levels of Honor Roll. The President's Honor Roll, 3.75 - 4.00 GPA for the term, and the Honor Roll, 3.50 - 3.74 GPA.

### Graduation with Honors

UCC recognizes Honor graduates as follows:

4.00 GPA — Highest Honors

3.75 - 3.99 — Honors

For the commencement program the cumulative GPA through winter term is used.

### Phi Theta Kappa

Phi Theta Kappa is an international honor society for community colleges which gives prestigious recognition to community college

students with excellent scholarship. Made up of over 1.2 million members, Phi Theta Kappa touches 1,200 campuses around the world. The benefits of membership are numerous, including a notation on the UCC transcript, the privilege of wearing the Phi Theta Kappa academic regalia at graduation, and access to scholarship opportunities.

Phi Theta Kappa campus chapters provide opportunities for:

- the development of leadership and service;
- the exchange of ideas and ideals;
- fellowship; and
- stimulation of interest in continuing academic excellence.

Membership is based on having complete at least 12 credit hours with UCC and a cumulative GPA of 3.50 or higher. There is a one-time fee for membership.

For more information about Phi Theta Kappa, please call 541-440-7749 or visit the Student Engagement Office located in the LaVerne Murphy Student Center.

### Academic Probation

Academic Probation is a warning status that students are not making satisfactory academic progress. Full- and part-time students whose cumulative Grade Point Average (GPA) falls below a 2.00 for any given term will be placed on academic probation.

### Academic Suspension

Academic Suspension is a status that limits students' enrollment options. Academic Suspension will be applied in the following two (2) situations:

1. Full- and part-time students maintaining less than a 2.00 cumulative Grade Point Average (GPA) for two (2) consecutive terms will be placed on academic suspension.
2. Full- and part-time students who have attempted 36 credits and have a 1.75 cumulative GPA or lower will be placed on academic suspension.

The Registrar is responsible for reviewing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

### Forgiveness of Past Academic Performance

Academic Forgiveness is a one-time process by which credits and grades from forgiven terms will not be used in determining GPA or academic standing. Students whose past academic records are detrimental to future academic or occupational pursuits may pursue one of three options to be eligible to petition the Academic Standards Committee for Academic Forgiveness of past performance:

- 1) After a leave period of at least two (2) years and upon return, the successful completion ("C" or better) of 12 credits for an Associate or 25% of the required coursework for a Certificate.
- 2) A change of major and the successful completion ("C" or better) of 12 credits for an Associate or 25% of the required Certificate course work in the new program.
- 3) After a period of at least five (5) years between the quarter for which the petition is sought and the date of the appeal.

Once students graduate from UCC they may no longer be granted Academic Forgiveness for terms prior to their most recent graduation date.