Tips on Academic Transcript

**Academic Transcript:**

1. In MyPurdue, choose the Academic tab.
2. Under Academic Profile (third column), select Transcript.
3. Select your transcript level, and then submit.
4. The ORDER of information that may be found in the Academic Transcript is as follows:
   - List of transfer courses and credits (TR) that have been accepted by Purdue.
   - List of AP and CLEP credits as transfer credit (TR).
   - Courses, grades and semester grade-point-average semester by semester. (Credit by Exam will be listed as CR.)
   - After the last semester of grades will be a summary of Total Institution, Total Transfer, and Overall information. In the Overall information, look for Earned Hours. Earned Hours will include all your credits earned – including transfer credits, AP/CLEP transfer credits, test-out credits and courses successfully completed. **It is this last information that you will put on your Required Registration Worksheet.**
   - Also, in the Overall information, the overall grade-point-average at the end, has been calculated by dividing
     - **Quality Points** - calculated by adding the points of each grade earned
       [example of points for one course: 3 credit hours X A(4) = 12 points] **by**
     - the total GPA hours (all credit hours taken for a grade, including F credit hours).
5. The last listing will be courses that you are currently enrolled in for the current semester. The total number of credit hours on this is what you will put on your Required Registration Worksheet.