

EXPLANATORY NOTES

This note is meant to ensure a better understanding of official student progress as recorded on documents issued in French.

Transcript

A transcript is an official document presenting the cumulative academic record of a student's progress in the programme to which he or she has been admitted. It is prepared by the Office of the Registrar in accordance with existing University academic policy.¹

Certified True Copy

A student may request a certified true copy of his or her transcript. A certified true copy is issued by the Office of the Registrar. It bears the signature of the Registrar and the words "copie conforme".

This document may be given directly to the student. If a transcript is sent to another institution, it bears the Official University, School or Institute Seal. A transcript with an official seal cannot be sent to the student.

Credit

Numerical value of work students must complete to attain specific course objectives.

Credits Earned

"Credits earned" (crédits réussis) is the total number of credits earned towards fulfilment of programme requirements. It includes credits for successfully completed courses and those granted by advanced standing (equivalence). It excludes credit for prerequisite course work (P) and for courses not taken towards the degree (H).

Failed Course

A student who does not meet course requirements receives the letter "E" as the grade for that course; credits for that course do not appear on the transcript.

Credit From another Programme Within the University

The words "cours provenant du..." followed by the name of a programme of study which the student has since completed indicate that he or she followed the course(s) listed while completing requirements for another programme and that were calculated in the grade point average for the current programme.

Transfer Credit

The words "X Crédits intégrés au programme" indicate that the student has met certain programme requirements prior to admission.

Beginning Fall 1992

Undergraduate level

A + = 4,3 A = 4 A - = 3,7
 B + = 3,3 B = 3 B - = 2,7
 C + = 2,3 C = 2 C - = 1,7
 D + = 1,3 D = 1
 E = 0 (fail)

Graduate level

A + = 4,3 A = 4 A - = 3,7
 B + = 3,3 B = 3 B - = 2,7
 C + = 2,3 C = 2
 E = 0 (fail)

Grading system

The grading system for essays, theses and internships is as follows :

- Excellent ;
- Very good ;
- Good ;
- Fail.

Before Fall 1992

A = 4
 B = 3
 C = 2
 D = 1
 E = 0 (fail)

Other symbols used in this transcript

H Course not taken toward degree. Credit is not included in the cumulative grade point average (CGPA).
 I Incomplete.
 K Student has been granted advanced standing for this course. Credit appears on the transcript.
 L Failed course or activity that has since been successfully completed.
 N Audit course.
 P Prerequisite grade not included in the CGPA.
 R Grade to be assigned at a later date.
 S Successfully completed. Credit granted but not included in the CGPA.

V Course successfully completed at a university outside Quebec, under a specific agreement. Credit granted but not included in the CGPA.
 X Withdrawal with permission.
 Z Research, creation, practicum or internship in progress.
 OB Compulsory course.
 OP Optional course.
 CO Complementary course.
 + Grade not submitted.
 # or * Course successfully completed at another institution in the Université du Québec system, under a specific agreement.
 * At Université du Québec à Trois-Rivières, course taken previously in another programme (either inactive or student has graduated).
 N/A Not applicable.

Cumulative Grade Point Average

The cumulative grade point average (CGPA) is calculated as follows :

$$M = \frac{\sum PiCi}{\sum Ci}$$
 Σ = Combined total of
 P = Numeric values assigned to letter grades
 C = Number of credits assigned to courses for which the letter grades have a numeric value
 i = Specific course or activity
 M = Average

Calculating the CGPA of students enrolled prior to September 1992

A new grading system was introduced in September 1992 (see grading system, above). In accordance with policies accompanying the change, the CGPA of students who began their programme before September 1992 is calculated as follows :

$$M = \frac{\left\{ \left(\sum PiCi \text{ calculated before } \right) \times \frac{4,3}{4,0} \right\} + \left\{ \sum PiCi \text{ calculated after } \right\}}{\sum Ci}$$

Security Features

This transcript has been printed on paper with the following features :

- A chain pattern watermark should appear when the transcript is held up to a light source;

Front :

- the background is printed in the issuing institution's official colour;
- the words "Université du Québec" are printed as a microline 7/8th inch below the top edge;
- the word "COPIE" appears when the document is photocopied;
- the paper will become discoloured where chemicals have been used to alter information;
- the paper contains fluorescent fibres that are visible only under an ultraviolet light source.

Overleaf :

- grey vertical lines are printed on the back of the transcript.

If you have any doubts concerning the validity of this transcript, please contact the issuing institution.

¹ The Université du Québec System is comprised of ten institutions : Université du Québec à Montréal, Université du Québec à Trois-Rivières, Université du Québec à Chicoutimi, Université du Québec à Rimouski, Université du Québec à Hull, Université du Québec en Abitibi-Témiscamingue, Institut national de la recherche scientifique, École nationale d'administration publique, École de technologie supérieure, and Télé-université (distance learning institution).