

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

ITEM 127-104-R0505
VERSION A

SUBJECT: ACADEMIC AFFAIRS
Policy 3XXX – Grade Point Averages on Transcripts
Effective: XXX

Board Policy:

Students in the Montana University System sometimes take postsecondary coursework at several different institutions to complete the requirements for their degree. The transcript for those students will include a grade point average based on all of the postsecondary coursework that they attempted.

Procedures:

1. Each campus of the Montana University System will calculate, and publish, an institutional grade point average on student transcripts. That institutional grade point average will only include the grades earned in classes attempted by the student at that institution.
2. Students who complete coursework at more than one postsecondary institution will also have an overall grade point average included on their transcript. The overall grade point average will include all of the grades earned in postsecondary classes attempted by the student. That overall grade point average will only be for informational purposes, and will be clearly identified as such.
3. The overall grade point average will not replace the institutional grade point average on the transcript.
4. The Montana University System will develop a standardized format for recording transfer classes, credits and grades on student transcripts.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

ITEM 127-104-R0505
VERSION B

SUBJECT: ACADEMIC AFFAIRS
Policy 3XXX – Grade Point Averages on Transcripts
Effective: XXX

Board Policy:

Students in the Montana University System sometimes take postsecondary coursework at several different institutions to complete the requirements for their degree. Some students want their grade point average to reflect the grades they earned in all of their classes, regardless of where they took those classes. This policy is intended to honor that expectation.

Procedures:

1. Each campus of the Montana University System will calculate, and publish, an institutional grade point average on student transcripts. That institutional grade point average will only include the grades earned in classes attempted by the student at that institution.
2. Students may also request, in writing, that an overall grade point average should be included on their transcript. That overall grade point average will only be for informational purposes, and will be clearly identified as such. The overall grade point average will include all of the grades earned in postsecondary classes attempted by the student.
3. The overall, informational grade point average will not replace the institutional grade point average on the transcript.
4. The Montana University System will develop a standardized format for recording transfer classes, credits and grades on student transcripts. An overall grade point average will not be included on the transcript until the institution receives a written request from the student, however; and once that request is received, it cannot be revoked by the student.

**A Draft Form
To Request a Transfer Grade Point Average**

In addition to the grade point average I have earned in the coursework completed at this institution, I request that a transfer grade point average also be included on my official transcript. I understand that that transfer grade point average:

- will include all of the postsecondary coursework I have attempted, at this institution and all others;
- will not replace the institutional grade point average earned at this campus.

(Please Print Name)

Date

(Please Sign Name)