

# JOINT SERVICES TRANSCRIPT



\*\*UNOFFICIAL\*\*

**Name:** SOLDIER, I AM  
**SSN:** XXX-XX-XXXX  
**Rank:** First Sergeant (E8)  
**Status:** Active

**Transcript Sent To:**  
 SOLDIER, I AM

### Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
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750-BT	<b>AR-2201-0399 V0</b> <b>Basic Combat Training:</b> Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.	23-SEP-1990		
	<ul style="list-style-type: none"> <li>• First Aid <span style="float: right;">1 SH</span> <span style="float: right;">L</span></li> <li>• Marksmanship <span style="float: right;">1 SH</span> <span style="float: right;">L</span></li> <li>• Outdoor Skills Practicum <span style="float: right;">1 SH</span> <span style="float: right;">L</span></li> <li>• Personal Physical Conditioning <span style="float: right;">1 SH</span> <span style="float: right;">L</span></li> </ul> (10/00)(10/00)			

7-12-C20-42A	<b>AR-1408-0200 V01</b> 13-SEP-1993    to    16-DEC-1993 <b>Adjutant General Officer Basic:</b> Center for Information Dominance Fort Meade, MD			
	Upon completion of the course, the student will be able to write memos, letters, and reports; supervise personnel activities, including classification, record keeping, career development, awards, and transitions; and describe operational and supervisory aspects of personnel administration systems.			
	<ul style="list-style-type: none"> <li>• Business Communications <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> <li>• Office Administration <span style="float: right;">2 SH</span> <span style="float: right;">L</span></li> <li>• Personnel Supervision <span style="float: right;">3 SH</span> <span style="float: right;">L</span></li> <li>• Records Management <span style="float: right;">1 SH</span> <span style="float: right;">L</span></li> </ul> (9/96)(9/96)			

DD-1512-0003 **DD-1512-0003 V01** 06-SEP-1995 to 21-DEC-1995

**Defense Equal Opportunity Management Institute:**  
 Defense Equal Opportunity Management Institute  
 Patrick AFB, FL

Upon completion of the course the student will be able to effectively communicate in small groups; identify barriers to communication; mediate conflict situations; recognize the influences of stereotypes on perceptions; use feedback skills; use persuasive speech; speak extemporaneously; demonstrate effective writing skills using short report writing; prepare background papers, position papers, and official policy letters; identify the nature of diversity; recognize individual differences and similarities in various environments; establish norms for group dynamics; apply theories of motivation to groups; describe task functions in small group interaction and differentiate between formal and informal groups; identify interpersonal and intrapersonal conflict; negotiate; apply the concept of organization to systems; identify concepts and types of power; recognize stereotypes and the effect of perceptions on intergroup dynamics; communicate across differences of culture, gender, and race; recognize differences between racism, sexism, discrimination, and prejudice with particular attention paid to institutional discrimination; differentiate between concepts of culture and race; be cognizant of the history of racism in the military and identify contemporary racism where it exists; be knowledgeable about African American, Asian American, Jewish American, and Arab American history, sociology, and ethnicity and apply this information to contemporary issues; identify the majority white experience in the United States and consider the dynamics of majority-minority relations; possess administrative skills including action planning, intervention techniques, managing EO programs, and interviewing techniques; process assessment data, develop surveys and questionnaires; perform a unit climate assessment and interpret survey data; present briefings as an equal opportunity staff advisor; identify the impact of sexual harassment on the individual, society, and unit readiness; define affirmative action goals and processes; and use the demographic and social issues of Work Force 2000.

- Basic Communication Skills 3 SH L
- Introduction To Ethnic And Gender Differences; Pluralism And Diversity or Race, Ethnicity, and Gender 3 SH L
- Introduction To Survey Methods And Analysis or Introduction To Social Science 1 SH L
- Introduction to Social Science or Introduction to Behavioral Science 3 SH L
- Jewish Studies 1 SH L
- Public Administration or Policy Implementation 3 SH L
- Public Speaking, Rhetoric, Argument and Debate or Persuasive Techniques 2 SH L
- Administrative Practices 1 SH U
- Applied Field Methods In Social Science 1 SH U
- Communication And Presentation Skills 1 SH U
- Field Study or Practicum in Social Science 1 SH U
- Human Resource Management 1 SH U
- Instructional Methods 1 SH U
- Racism/Sexism In The Military 1 SH U

(5/92)(5/92)

SAM-C **DD-1408-0038 V01** 05-MAR-1999

**International Security Assistance Management CONUS:**  
 Defense Institute Of Security Assistance Management  
 Wright-Patterson AFB, Dayton, OH

Upon completion of the course, the student will be able to understand and analyze the acquisition and supply-chain functions as implemented in international environments.

- Supply Chain Management 3 SH U

(4/00)(4/00)

DD-1512-0004 **DD-1512-0004 V01** 25-OCT-1999 to 05-NOV-1999

**Equal Employment Opportunity (EEO) Specialist:**  
 Defense Equal Opportunity Management Institute

Patrick AFB, FL

Upon completion of the course, the student will be able to relate effectively to others from diverse backgrounds, understand and address personal and institutionalized forms of discrimination and develop and implement strategies for resolving individual or group problems in organizational settings.

- Cultural Diversity 1 SH L
- Interpersonal Relationships In Organizations 3 SH U

(3/01)(3/01)

QTC-010 **AR-1406-0193 V01** 19-MAR-2001 to 23-MAR-2001

**Facilitator:**

NGB Professional Education Center  
Camp Robinson AR

Upon completion of the course, the student will be able to facilitate meetings. Knowledge and skills include meeting management, team building, group dynamics, adult and experiential learning, communication, and conflict management.

- Small Group Communication 3 SH L

(6/98)(6/98)

7-12-C23C **AR-1408-0201 V02** 16-JUL-2001 to 27-JUL-2001

**Adjutant General Officer Advanced Reserve Component Phase 2:**

Adjutant General School  
Ft Jackson SC

Upon completion of the course, the student will apply basic supervisory skills.

- Personnel Supervision 2 SH L

(9/97)(9/97)

DINFOS-PAOQC **DD-0504-0024 V01** 02-AUG-2004 to 13-AUG-2004

**Public Affairs Officer Qualification:**

Defense Information School  
Ft. Meade, MD

Upon completion of the course, the student will have the skills to manage a public affairs office, plan and supervise processes and techniques, direct internal and external communications, and manage media communication for a public affairs office.

- News Writing And Editing 3 SH L
- Principles Of Public Relations 3 SH L
- Public Speaking 1 SH L
- Advanced Public Relations 3 SH U

(2/05)(2/05)

**Military Experience**

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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MOS-09S10 **NONE ASSIGNED** 01-JAN-2005

**Officer Candidate School:**

Provides training to become a commissioned officer in the U.S. Army.

- None

21B10 Primary	<b>MOS-21B-001</b>	01-MAR-2005		
	<b>Combat Engineer:</b>			
	Engages in vertical, road, bridge, and airfield construction and rigging, bridging, and demolition activities. Has knowledge of the hardware and associated software of the integrated communication system, FBCB2, which enables real-time battlefield communications. Uses system for command, control, and information purposes. Assists combat engineers, bridge, and powered-bridge specialists in performance of duties; reads, interprets, and plots maps, overlays, and photos; assists with tactical operations; and uses hand tools and engineering tools.			
	<ul style="list-style-type: none"> <li>• Credit may be granted on the basis of individualized assessment of the student</li> </ul>	0 SH		L
	(9/04)(11/10)			
MOS-12B10 Duty	<b>NONE ASSIGNED</b>	01-MAR-2005		
	<b>Combat Engineer:</b>			
	Engages in vertical, road, bridge, and airfield construction and rigging, bridging, and demolition activities.			
	<ul style="list-style-type: none"> <li>• None</li> </ul>			
42A40	<b>MOS-42A-001</b>	01-JAN-2011		
	<b>Human Resources Specialist:</b>			
	Participates in occupational classification and management of human resources; supervises activities including maintaining personnel records and processing personnel actions for service members and their families. Prepares reports on staffing levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; processes deployment forms; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small human resource office, battalion, and human resource services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on staffing levels of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. Supervises quality assurance procedures; advises commander, adjutant, and other staff members on human resource administration activities.			
	<ul style="list-style-type: none"> <li>• Business Communications</li> <li>• Office Administration</li> <li>• Word Processing or Computer Applications</li> <li>• Field Experience In Management</li> <li>• Human Resources Management</li> <li>• Management</li> </ul>	3 SH		L
		7 SH		L
		3 SH		L
		3 SH		U
		3 SH		U
		3 SH		U
	(9/04)(9/04)			
MOS-35L10 Primary	<b>NONE ASSIGNED</b>	21-JUL-2014		
	<b>Counter Intelligence Agent:</b>			

The Counter Intelligence (CI) Agent is able to operate as part of an Army modular component to a Joint Task Force organization and conduct operations in a joint/combined operational environment. Supervises and conducts investigations, collections and operations to detect, identify, counter, exploit and neutralize adversarial, Foreign Intelligence Service and Terrorist (AFIST) threats to Army and Department of Defense (DoD) Equities. Utilizes appropriate reporting and communications equipment. Duties outside this scope are authorized only with approval of HQDA, DCS, G-2.

- None

**NONE ASSIGNED -- Occupation not evaluated by ACE or not evaluated during the time frame held by service member.**

**College Level Test Scores**



**College Level Examination Program (CLEP) & DANTES Subject Standardized Tests (DSST)**

Date Taken	Title	Recmd Hrs	Required by ACE	Student's Score	Sub Score1	Sub Score2	Verbal Score
13-JAN-2011	Introductory Sociology	3	50	53			
19-JAN-2011	Principles of Supervision	3	400	405			
19-JAN-2011	Environment and Humanity: The Race To Save The Planet	3	46	55			
20-JAN-2011	Ethics in America	3	400	427			
20-JAN-2011	Principles of Supervision	3	400	420			
20-JAN-2011	Personal Finance	3	400	406			
24-JAN-2011	Physical Geology	3	46	53			
25-JAN-2011	Introduction to Business	3	400	420			

**Defense Language Proficiency Test (DLPT)**

Date Taken	Title	Student Score	ACE Recommended Credit		
			Listening	Reading	Speaking
01-NOV-2011	Spanish	3+			
01-NOV-2011	Spanish	3			
05-NOV-2011	Spanish	2			

Exams taken after 31 October 2011 may have recommended college credit via the ACE National Guide. Go to <http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=190163> and look for your exam.

**Other Learning Experiences**

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:

- (1) Course has not been evaluated by ACE.
- (2) Class attendance dates were not recorded in the service member's record.
- (3) Course was not completed during the ACE evaluation period.
- (4) Course was not evaluated by ACE at this specific location.

Course ID	Date Taken	Title	Location	Reason
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P-5G-1303	06-MAY-1994	Professional Development Off-Site Training Course	Officers Training Center, NETC Newport RI	1
2F-SI5K/SQI8/202-SQIH AR-1406-0175	20-AUG-1996	Staff and Faculty Development Training	Naval Construction Training Center Gulfport Training Unit Fort Leonard Wood MO	3
T9H K-6A-3216	22-MAY-1998	Landing Force Medical Staff Planning	Landing Force Training Command PAC NAB Coronado, CA	1
SGITC	16-NOV-1998	Small Group Instructor Training Course	Defense Equal Opportunity Management Institute Patrick AFB FL	1
7C-42H/500-F32 AR-1408-0358	23-AUG-2002	Human Resource Management Qualification	No Location Given	3
720-OPME-4 AR-2201-0543	15-JUN-2006	Intermediate Level Education	Western Hemisphere Institute for Security Cooperation (WHINSEC) Ft Benning GA	3
ORTC-400	27-JUL-2007	Leadership Development Course	Camp Robinson Camp Robinson AR	1

**END OF TRANSCRIPT****\*NOTICE TO ALL TRANSCRIPT REVIEWERS:**

**FOR FULL EXPLANATIONS OF ALL ITEMS FLAGGED ON THIS TRANSCRIPT, PLEASE REFER TO LEGEND FOLLOWING LAST PAGE OF TRANSCRIPT.**

## JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: <http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx>.

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (<http://www.acenet.edu/news-room/Pages/Joint-Statement-on-the-Transfer-and-Award-of-Credit.aspx>) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extraintitutional settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Service members may request copies of JST transcripts directly from the Operation Centers at <https://jst.doded.mil>. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Service members must contact the respective service specific Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at [jst@doded.mil](mailto:jst@doded.mil).

### Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (<http://www.acenet.edu/news-room/pages/military-guide-online.aspx>) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

**Military Course ID** - This is the number the military service has assigned for this particular course.

**SH** - Semester hours.

**ACE Identifier** - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (AF - Air Force, AR - Army, CG - Coast Guard, DD - Department of Defense, MC - Marine Corps, and NV - Navy), followed by a unique eight-digit course identifier.

**ACE Credit Recommendation** is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

**Dates Taken/Dates Held** - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

**Location** - Valid location(s) where the course was completed.

**Occupational Codes:**

**Army MOS:**

**MOS** - Army MOS has 5 digits. The first 3 digits identify the occupational specialty and the last 2 digits identify the skill level (E1-E4 = skill level 10; E5 = skill level 20; E6 = skill level 30; E7 = skill level 40; E8 = skill level 50; E9 = skill level 60).

**Navy Rates and Ratings:**

**NER** - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

**NEC** - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECS have been evaluated by ACE to date.

**LDO, NWO** - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

**Marine Corps:**

**MCE** - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

**MCO** - officer MOS.

**Coast Guard:**

**CGA** - Coast Guard officer aviation competencies.

**CGR** - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

**CGW** - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

**MATMEP** - Maintenance Training Management and Evaluation Program, a standardized, documentable, level-progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the service member lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

**DANTES** - The Defense Activity for Non-Traditional Education Support maintains the educational records of the service members who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)** - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.





# SUMMARY

Name: SOLDIER, I AM		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code
AR-2201-0399	750-BT	Basic Combat Training	23-SEP-1990			
		First Aid		1	L	
		Marksmanship		1	L	
		Outdoor Skills Practicum		1	L	
		Personal Physical Conditioning		1	L	
AR-1408-0200	7-12-C20-42A	Adjutant General Officer Basic	16-DEC-1993			
		Business Communications		3	L	
		Office Administration		2	L	
		Personnel Supervision		3	L	
		Records Management		1	L	
DD-1512-0003	DD-1512-0003	Defense Equal Opportunity Management Institute	21-DEC-1995			
		Basic Communication Skills		3	L	
		Introduction To Ethnic And Gender Differences; Pluralism And Diversity or Race, Ethnicity, and Gender		3	L	
		Introduction To Survey Methods And Analysis or Introduction To Social Science		1	L	
		Introduction to Social Science or Introduction to Behavioral Science		3	L	
		Jewish Studies		1	L	
		Public Administration or Policy Implementation		3	L	
		Public Speaking, Rhetoric, Argument and Debate or Persuasive Techniques		2	L	
		Administrative Practices		1	U	
		Applied Field Methods In Social Science		1	U	
		Communication And Presentation Skills		1	U	
		Field Study or Practicum in Social Science		1	U	
		Human Resource Management		1	U	MG201A/MG201B
		Instructional Methods		1	U	Education
Racism/Sexism In The Military	1	U				
DD-1408-0038	SAM-C	International Security Assistance Management CONUS	05-MAR-1999			
		Supply Chain Management		3	U	Logistics

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate

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Name: SOLDIER, I AM		SSN: XXX-XX-XXXX					
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code	
DD-1512-0004	DD-1512-0004	Equal Employment Opportunity (EEO) Specialist	05-NOV-1999				
		Cultural Diversity		1	L	Cultural Studies	
		Interpersonal Relationships In Organizations		3	U		
AR-1406-0193	QTC-010	Facilitator	23-MAR-2001				
		Small Group Communication		3	L		
AR-1408-0201	7-12-C23C 7-12-C23	Adjutant General Officer Advanced Reserve Component Phase 2	27-JUL-2001				
		Personnel Supervision		2	L		
DD-0504-0024	DINFOS-PAOQC	Public Affairs Officer Qualification	13-AUG-2004				
		News Writing And Editing		3	L	CM004A/CM004B CM001A/CM001B CM004A/CM004B	
		Principles Of Public Relations		3	L		
		Public Speaking		1	L		
		Advanced Public Relations		3	U		
MOS-21B-001	21B10 Primary	Combat Engineer	01-MAR-2005				
		Credit may be granted on the basis of individualized assessment of the student		0	L		
MOS-42A-001	42A40	Human Resources Specialist	01-JAN-2011				
		Business Communications		3	L	CM007A/CM007B OF002A	
		Office Administration		7	L		
		Word Processing or Computer Applications		3	L		
		Field Experience In Management		3	U	MG124A/MG124B	
		Human Resources Management		3	U	MG201A/MG201B	
		Management		3	U	MG101A/MG101B	
<b>College Level Examination Program (CLEP) &amp; DANTES Subject Standardized Tests (DSST)</b>							
Student's Score	Required by ACE	Title	Date Taken	Recmd Hrs	Sub Score1	Sub Score2	Verbal Score
53	50	Introductory Sociology	13-JAN-2011	3			
405	400	Principles of Supervision	19-JAN-2011	3			
55	46	Environment and Humanity: The Race To Save The Planet	19-JAN-2011	3			
427	400	Ethics in America	20-JAN-2011	3			
420	400	Principles of Supervision	20-JAN-2011	3			
406	400	Personal Finance	20-JAN-2011	3			
53	46	Physical Geology	24-JAN-2011	3			
420	400	Introduction to Business	25-JAN-2011	3			

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate  
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<b>Name:</b> SOLDIER, I AM		<b>SSN:</b> XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Course Category Code
<b>Defense Language Proficiency Test (DLPT)</b>						
Student's Score	DLPT Converted Score	Title	Date Taken	ACE Recommended Listen	Recommended Read	Credit Speak
3+		Spanish	01-NOV-2011			
3		Spanish	01-NOV-2011			
2		Spanish	05-NOV-2011			

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate  
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