



1. Print Name (Last, First, Middle)	Former Name(s)
2. Signature (Required)	Date:

**About your transcript::**

- Receipt of \$5.00 is required prior to release of an academic transcript.
- Receipt of \$10.00 (includes cost of transcript) is required prior to faxing an academic transcript. Faxed transcripts are considered unofficial since the official school seal will not be on the transcript.
- Receipt of \$25.00 is required prior to processing an urgent request (processed within 24 hours).
- First time transcript request for current students to a State Board for purposes of testing is no charge.
- Transcripts released to students are stamped "Issued to Student." Some institutions will not accept transcripts unless mailed by the Registrar.
- Transcripts of credits earned at high school or other colleges are not available for distribution by St. Luke's College. These transcripts must be requested from the school awarding the credit.
- Requests may be faxed with a credit card payment or call St. Luke's College at (712) 279-3377 with your credit card information.

<b>3. To ensure prompt processing, provide all the information requested below:</b>			
A. Social Security No. :		B. Daytime Phone:	
C. Current Address:			
City:		State:	Zip:
D. Currently enrolled at St. Lukes College:		Yes	No
		If no, date of last attendance at St. Luke's College:	
E. Process:	_____ Now		
	_____ After grades are posted for current enrollment (ex. fall, spring, etc.)		

<b>4. I request that _____ copies of my official academic transcript be sent to: (please print complete address)</b>	

<b>5. Transcript Fee: \$5.00 per copy</b>			
A. Method of payment:: (Check One)		Cash ____; Check ____; Money Order ____; Visa ____; MasterCard ____	
B. Credit Card No.	_____*	_____*	_____*
		Exp. Date:	____ (Mo.) ____ (Yr.)

**Mail this form and your payment to:**

St. Luke's College  
Office of the Registrar  
2720 Stone Park Blvd.  
Sioux City, IA 51104  
Phone: (712) 279-3377/FAX: (712) 233-8017  
Email: johanndd@stlukes.org

# TRANSCRIPT GUIDE

*(Historic information is available for institutions formerly named)*  
Lutheran School of Nursing (1902-1966)  
Methodist School of Nursing (1920-1966)  
St. Luke's School of Nursing (1967-1998)  
St. Luke's College of Nursing and Health Sciences (1996-2001)  
St. Luke's School of Radiologic Technology (1998-2001)  
St. Luke's College (2001-present)

## EXPLANATION OF TRANSCRIPT

Transcripts are issued only upon the written request of the student and payment of the required fee.

In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization of the student.

Official transcripts must contain the seal of St. Luke's College and the signature (original or facsimile) of the Registrar. Any questions concerning this transcript should be addressed to the Registrar (712) 279-3149.

## AUTHENTICITY OF THIS TRANSCRIPT

When photocopied the word "COPY" appears prominently across the face of the document.

## ACADEMIC CALENDAR

The College is on a semester calendar: fall, spring, and summer.

## REPEATED COURSES

When a student repeats a course, the last grade is used in computing the grade point average.

## TRANSFER CREDIT

Only courses that have been accepted in transfer toward graduation appear on the student's transcript. Therefore, transfer coursework may not represent all coursework taken by the student. Course numbers may not have the same values as those of St. Luke's College. Courses must carry grades of at least a "C" (2.0) to be accepted for transfer. All transfer coursework that appears on the transcript is included in the GPA<sup>(4)</sup>.

Official transcripts from other institutions are not reissued or copied for distribution.

## HONORS AT GRADUATION

3.50 - 3.70	Cum Laude
3.71 - 3.89	Magna Cum Laude
3.90 - 4.0	Summa Cum Laude

## GRADING SCALE

*Grades that calculate into the GPA (effective fall 2001)*

A	92- 100%	4.0
B+	90 - 91%	3.5
B	85 - 89%	3.0
C+	83 - 84%	2.5
C	78 - 82%	2.0
D+	76 - 77%	1.5
D	70 - 75%	1.0
F	0 - 69%	0.0

*Grades that do not calculate into the GPA*

AU	Audit
EX	Credit by Exam
F (Fail)	Unsatisfactory
I	Incomplete <sup>(2)</sup>
IP	Course in Progress
P (Pass)	Satisfactory
TR	Transfer Credit
W	Withdrawal during first 12 weeks of a course
X	Repeated Course

*Fall 1998 - Summer 2001*

A	92- 100%	4.0
B+	90 - 91%	3.5
B	85 - 89%	3.0
C+	83 - 84%	2.5
C	78 - 82%	2.0
D	70 - 77%	1.0
F	0 - 69%	0.0

I	Incomplete
S	Satisfactory
U	Unsatisfactory
W	Withdrawal during first four weeks of a course
W/F	Withdrawal/Failing
W/P	Withdrawal/Passing

Applies to students entering prior to August, 2004  
Students with an "I" must complete the requirements of a course within 45 calendar days of the end of the course or an "F" will be assigned.

## ACCREDITATION AND AFFILIATIONS

St. Luke's College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

St. Luke's College programs are accredited by the Iowa Board of Nursing, the Joint Review Committee on Education in Radiologic Technology, and Committee on Accreditation for Respiratory Care.

St. Luke's College is a division of St. Luke's Regional Medical Center. St. Luke's Regional Medical Center is:

Accredited by the Joint Commission on Accreditation of Healthcare Organizations  
Member, American Hospital Association  
Member, Association of Iowa Hospitals and Health Systems  
Member, Iowa Health System