

## Official Transcripts

- Students may obtain official signed transcripts of their academic records by submitting a request for official transcript.
- Letter codes may be assigned to courses in a transcript as per the following:

Letter Code	Description
<b>I (Incomplete):</b>	Can be recorded in the student's transcript in case of approved extenuating circumstances that prevent the student from completing all course requirements on time.
<b>IP (In Progress):</b>	if the course is currently taken by the student at the time of the transcript issuance.
<b>T (Transfer):</b>	This symbol is recorded when credit has been taken at another institution and accepted as a transfer in accordance with the transfer of credit policy. Grades obtained outside the university are not computed in the CGPA.
<b>P (Pass):</b>	For courses that were satisfactorily achieved but are not counted in the CGPA.
<b>F (Fail)</b>	For courses that student have failed.
<b>FA (Fail for Absence)</b>	student whose absences exceed the allowed maximum limit of the course hours will be considered as Fail for Absence; grade has a "0" point
<b>W (Withdrawal):</b>	This grade is assigned to a student who officially withdraws from a course within the deadline period for withdrawal as specified in the academic calendar of the University. Such grades are not included in the CGPA and GPA computation.