



TURNING AROUND SCHOOLS

Transcript Analysis Forms pertain to non-certified candidates ONLY

Class of 2013 Transcript Analysis Form FAQ & Guide

~ Use this Guide when filling out your Transcript Analysis Form ~

- 1) **“SH” stands for “Semester Hours.”** For most colleges and universities on a semester calendar, 1 Semester Hour = 1 credit, so a typical 3 credit, one semester course is worth 3 Semester Hours.
If your college or university was on the quarter system: use the following formula to convert quarter hour credits to semester hour credits:
5 quarter hours = 3 1/3 semester hours 3 quarter hours = 2 semester hours
4 quarter hours = 2 2/3 semester hours 2 quarter hours = 1 1/3 semester hours.
- 2) **A grade of “C” or higher is required to receive credit for a course:** Courses in which you received a grade of C minus or lower are not considered as evidence of meeting requirements.
- 3) **Pass/Fail Courses cannot be used towards filling any coursework requirement.**
- 4) **If you are missing coursework:** Residents can come in with a maximum of 6 SH of deficiencies, which will need to be made up prior to the end of the program. Any coursework over 6 semester hours will need to be made up prior to the start of the program.
[Reference the deficiency guide on our website for more information on deficiencies.](#)
- 5) **If you are unsure if a class satisfies a state coursework requirement:** Courses that meet a requirement in question need to be either listed under that subject area or cross listed under that subject area. For example, a class meeting an earth science requirement either is an earth science course or a Science course that is cross listed under earth science. If you are still unsure, please print out the course description from your university to submit with your transcript analysis form.
- 6) **If any of your transcripts and credits are from educational institutions outside the United States:** you must have your transcript evaluated by a special external provider. Credits from overseas study sponsored by your U.S.-based institution, which appear on your U.S.-based transcript, are not subject to this special review. You are responsible for having your foreign credentials evaluated. A listing of state-approved evaluators can be found at www.isbe.net/certification/html/foreign_credential.htm. Educational Credential Evaluators and World Education Services are the organizations most used.
- 7) **If you received Advanced Placement credits from pre-college work:** you may only use these semester hours towards the requirements on the worksheet if you received college credit for them and it appears on your college or university transcript.

Mail all materials to us as soon as possible – we review files as they become complete. Don’t wait until the next deadline to submit all your documents, as residency spots are limited. Only complete files may move to the file review and interview stage.

Not sure what constitutes a complete file? Reference our [Eligibility and Admissions Page](#)

Mail, fax or email your completed form to AUSL

Phone 773. 534.0129

Email admissions@ausl-chicago.org

fax 773. 283.0903