Updating your information is a fundamental step in ensuring that the American Medical College Application Service (AMCAS) more accurately converts all official transcript grades to a standardized grading system for the benefit of participating medical schools.

If AMCAS does not have any historical information for your institution, this section will not have any information entered.

YEARS: Other Term 1976 - Other Term 2015		
Calendar: Other	**AMCAS Grade Conversion:**	01
Credit: Semester Hours	**Narrative Evaluations:**	No
How many semester hours are lecture courses worth? *	1.000	
How many semester hours are lab courses worth? *	1.000	
How many semester hours are combined lecture/lab courses worth? *	1.000	

YEARS:

AMCAS uses this information to apply the grading information to the correct years. The default year entered for your institution will begin Fall 1990, unless specified by you-the registrar. Correct the year if the information is not correct.

CALENDAR:

Review, enter or correct the calendar system. AMCAS mirrors the calendar system of your institution. Please select either: Quarter, Semester, Trimester, 4-1-4, or 4-4-1.

CREDIT:

Review, enter or correct the credit system. This information is used to convert the credit or unit hours correctly to our standard of semester hours.

Answering "How many semester hours are lecture, lab and combined lecture and lab courses worth?"

- If your institution is on the semester hour credit system, the entry should read 1.000
- If your institution is on the quarter hour credit system, the entry should read .667
- If your institution utilizes the unit system, please enter the amount each unit is worth. For example, if 1 credit hour equates to 4, enter the number 4.

    **If your credit for specific lab courses are worth more than other lab courses, please provide a list of those courses that entail how much credit the lab courses are worth (a lab list)

AMCAS GRADE CONVERSION:

Review the AMCAS Grade Conversion Chart to choose the grading system that matches your institutions system or one closest to it. AMCAS conversions commonly used range from 1-13, 16-22, 25-27, 68, 74, 75, 76, and 79. AMCAS does not differentiate between Pass, High Pass and/or Low Pass unless one of the following conversions is selected: 41, 42, 45, 46, 47, or 49-52.

NARRATIVE EVALUATIONS:

Enter if your institutions uses narrative evaluations. AMCAS considers narrative evaluations to include the evaluation as well as the grade and credits earned.

SPECIAL TRANSCRIPT SYMBOLS

Special Transcript Symbols

Transcript Grade	AMCAS Grade	Description of Grade
AU		AUDIT (=AU TYPE)
I		INCOMPLETE (=I TYPE)
IP		IN PROGRESS (=CC OR DG TYPE)

Special transcript Symbols are symbols that appear on the transcript that need AMCAS translation. Some transcript symbols receive an AMCAS grade, others do not. The credit for courses that receive Special Transcript Symbols are generally not included in the GPA, AMCAS grades are given to these courses so they can be included into the total credit count.

AMCAS has the following conversion for Special Transcript Symbols:

- Advanced Placement and International Baccalaureate receive AMCAS grade of G
- Satisfactory, and Pass (satisfactory/unsatisfactory or pass/fail option courses) receive AMCAS grade of P
- Unsatisfactory and Pass (satisfactory/unsatisfactory or pass/fail option courses) receive AMCAS grade of N
- CLEP test credit receives AMCAS grade of L

An example of how to enter that information is below

Transcript Grade	AMCAS Grade	Description of Grade
PA	P	Pass
AU		Audit
NC	N	No Credit

**when noting a grade or special symbol no longer in use, please do not white out or black out that information, only draw a line through it and give the date it was not longer utilized.*

CONSORTIUM, CROSS REGISTRATION AND MULTICAMPUS INFORMATION:

Consortium, Cross Registration and Multi-campus information

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This information is to keep our records up to date and accurate. If your institution has a cross registration program, is a multi-campus institution or is in a consortium, list all institutions. The schools transcripts must share calendar, grading and credit systems as well as include all courses. The inclusion of all courses means repeated, incomplete withdrawn and failed courses.

COMMENTS:

Enter any additional comments you would like reviewed or added.