
Transcript Key Supplement

Accreditation:

Kaplan University is accredited by The Higher Learning Commission (HLC). In addition, some programs are accredited by their individual accrediting agencies. Kaplan University's main campus is in Davenport, IA, and this location should be referenced in confirming accreditation.

Augusta, Lewiston, and South Portland, Maine, campuses have a multiple-campus CAAHEP accreditation for the Medical Assistant Certificate program and for MAERB reporting purposes identify the Lewiston campus, 475 Lisbon Street, Lewiston, ME 04240, as the main campus. Similar arrangements are made with the Lincoln and Omaha, Nebraska campuses that identify the Lincoln campus, 1821 K Street, Lincoln, NE 68508, as the main campus, and with the Cedar Rapids and Cedar Falls campuses that identify the Cedar Rapids campus, 3165 Edgewood Parkway SW, Cedar Rapids, IA 52404, as the main campus.

Concord Law School is registered with the State Bar of California as an unaccredited law school with its primary administrative office in Los Angeles, CA.

Additional programmatic and school accreditations and approvals can be found in the University Catalog: http://catalog.kaplanuniversity.edu/Accreditation_and_Memberships.aspx.

Prior Names and Accreditation:

Davenport (IA): Founded in 1937 as American Institute of Commerce (AIC); renamed Quest College in April 2000, Kaplan College in November 2000, and Kaplan University in 2004. AIC was accredited by the Accrediting Council for Independent Colleges and Schools (ACICS); Kaplan College was accredited by the North Central Association of Colleges and Schools (NCA).

Hagerstown and Frederick (MD): Originally Hagerstown Business College, renamed Kaplan College in July 2007 and merged with Kaplan University in July 2009. Prior to merging, Hagerstown Business College and its branch campus in Frederick were accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

Cedar Falls, Cedar Rapids, Council Bluffs, Des Moines, Mason City (IA): Originally Hamilton College, merged with Kaplan University in November 2007. Cedar Falls was also a branch campus of American Institute of Commerce prior to becoming part of the Hamilton College system in 2000. Prior to merging, Hamilton College was accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and by the North Central Association of Colleges and Schools (NCA).

Lincoln and Omaha (NE): The Lincoln campus (originally Lincoln School of Commerce) and the Omaha campus (originally Nebraska Business College) merged with Hamilton College in February 2004 and Kaplan University in November 2007. Prior to merging, both were accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

Portland and Lewiston (ME): Originally Andover Institute/Andover Institute of Business, renamed Andover College in 1977 and merged with Kaplan University in May 2010. Prior to merging, Andover College was accredited by the New England Association of Schools and Colleges (NEASC).

Concord Law (CA): Concord University School of Law was founded in 1998. In 2004, the name changed to Concord Law School. Concord was accredited by the Distance Education Accrediting Commission (DEAC), formerly the Accrediting Commission of the Distance Education and Training Council (DETC, www.detc.org), before it formally merged with Kaplan University in 2007 from Kaplan Inc. to become Concord Law School of Kaplan University.

Campuses:

Kaplan University is comprised of the KU-Online campus, which includes Open College students; the KU-Ground campuses located in Indiana, Iowa, Maine, Maryland, Missouri, Nebraska, and Wisconsin; and Concord Law located in California. All locations share courses and curriculum. References in this document to "KU campuses" refers to both KU-Online and KU-Ground campuses.

KU campuses that have closed but for which Kaplan University is the record holder are the following: Frederick (MD) closed in December 2010 and Council Bluffs (IA) closed in February 2013.

Credit System:

KU campuses are on the quarter system. Concord Law is on the semester system. KU courses taken while enrolled at Concord Law are expressed as semester credits. As of April 2017, one semester course credit at Concord Law represents 45 hours of law study. Prior to terms starting in April 2017, one semester course credit represented 40 hours of law study.

*Andover College was on the semester system prior to February 2010, at which point all active students' credits were converted to quarter credits using standard conversion rates. Andover students who have not attended since that date have not been converted.

*Hagerstown Business College changed from the quarter system to the semester system in 1982. In 2002, the credit system was transitioned back to the quarter system. Credits may have been administratively added to adjust the weight of semester courses for students returning on the quarter system.

Calendar System:

KU campuses and Concord Law are year-round. For California state bar purposes, the administrative years for Concord Law are the following: Winter cohort (January 1–December 31), Spring cohort (April 1–March 31), Summer cohort (June 28–June 27), and Fall cohort (August 15–August 14).

KU Campuses Course Numbering System:

000–099	Developmental Courses – No credit awarded
100–299	Undergraduate Lower-Division Courses
300–499	Undergraduate Upper-Division Courses
500–699	Graduate Courses
700 and above	Post-Graduate Courses

Course Modules:

Select courses may be divided and offered as course modules. A student has completed the equivalent of the full-credit course listed in the Catalog if credit is awarded for all modules adding up to the total credits of the course. Course modules are identified by course code format: catalog course code+"M"+{module #}. Course modules may be individually transferred for credit at the discretion of the transferring institution.

University Grading System:

	GPA Points	Undergraduate	Undergraduate Nursing	ExcelTrack	Graduate	Concord Law
A	4.00	93–100%	93–100%	90–100%	90–100%	83–100%
A-	3.70	90–92%	90–92%	--	--	80–82%
B+	3.30	87–89%	87–89%	--	--	78–79%
B	3.00	83–86%	83–86%	80–89%	80–89%	73–77%
B-	2.70	80–82%	80–82%	--	--	70–72%
C+	2.30	77–79%	77–79%	--	--	68–69%
C	2.00	73–76%	75–76%	--	70–79%	63–67%
C-	1.70	70–72%	--	--	--	60–62%
D+	1.30	67–69%	--	--	--	58–59%
D	1.00	60–66%	--	--	--	53–57%
D-	0.70	--	--	--	--	50–52%
F	0.00	0–59%	0–74%	0–79%	0–69%	0–49%

AC	Assessment Credit
CC	Credit by Examination
EC	Experiential Learning Credit
I	Incomplete
MW	Military Withdrawal
NR	Not Required
P	Pass
S	Satisfactory
TC	Transfer Credit
U	Unsatisfactory
W	Withdrawal

Discontinued Grades		Discontinuation Date
AU	Audit	August 2012
CE	Continuing Education	December 2005
DA	D, Attendance	January 2003
E/ES	Exempt/Passed Challenge Exam/Work Experience	January 2000
FD	Failed Developmental	January 2000
HA	High School Articulation Credit	January 2000
IP	In Progress	January 2000
L	Lab Attended	January 2000
N	Audited, No credit	January 2000
NP	No Pass (Lincoln only)	January 2000
OS	Continuing – Skill-building courses only	January 2000
PD	Passed Developmental	January 2000
R	Repeated Course	February 2011
T/TS	Transfer Credit/Test Out	January 2000
WF	Withdrawal Failing	November 2007
WP	Withdrawal Passing	November 2007
X	Exempt/Audit	January 2000

Grade Point Average (GPA):

A student's GPA is calculated by dividing the sum of the earned quality points by the sum of the attempted credits for all courses receiving a grade used in calculating the GPA. Only work completed at Kaplan University is used in GPA calculations.

While enrolled at a KU campus, the grade received on the last repeat of a course becomes the final grade and will replace all other grades for that course in GPA calculations. While enrolled at Concord Law, all grades received are used in GPA calculations. When a student changes program of study, only the courses applicable to the new program are included in the GPA calculations for that program.

Withdrawal, prior learning, pass, and incomplete grades generally do not affect the GPA. Current grade definitions can be found in the University Catalog: http://catalog.kaplanuniversity.edu/Academic_Grades_and_Marks.aspx.

Disqualified Credits:

Concord Law students in the Juris Doctor program must complete a minimum number of credits/hours of qualifying law study to be certified to take the California Bar Exam. Students who do not complete the minimum requirements may have their credits disqualified. Prior to terms starting April 2017, Juris Doctor students who received insufficient passing grades may have half of the course credits disqualified. Disqualified credits of law study are notated with a [DQ] in the grade.