Cross out any CEU coursework (Continuing Education – generally this can be determined by course numbering.) This is non-credit coursework and we do not add award credit for non-credit coursework.

Pay close attention to courses that have been repeated and alleviated through academic alleviation. We must accept a transcript exactly as it is presented. Cross out courses that are not included in the GPA due to these circumstances.

Cross out the courses with a grade of W, NC, NP or any other symbols which