1. Producing an Unofficial Transcript from your HUB Student Center. Slides: 2 – 4
2. Understanding your Unofficial Transcript. Slides: 5 – 8
3. Dismissal Appeal Worksheet. Slides: 9 – 12
4. Student Statement, what to cover. Slides: 13

Sources:

Undergraduate Catalog: Academic Standards Review
Office of the Registrar: Student Dismissal Process
To find the link for your Unofficial Transcript, click the Drop Down arrow.
Select the **Transcript: View Unofficial** link.

Double click the **Arrows** icon.
View Unofficial Transcript

Choose an institution and report type and press View Report.
“This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place.”

From the Report Type Drop Down menu, select Unofficial Transcript.

Once you have selected Unofficial Transcript, click the View Report button. This will produce the Unofficial Transcript as a pdf file.

University at Buffalo should be listed as default setting. If not, select from Drop Down menu.
Unofficial Transcript will only display UB courses and grades. Transfer course work and grades will not be displayed, but they can be view on the Academic Advising Report.

Term (semester or session) Oldest to most recent.

Find your most recent graded Term (semester or session).
### Academic Standing & Grade Point Deficit (GPD)

If your Cumulative GPA is below a 2.00, then you have a **Grade Point Deficit (GPD)**.

#### Beginning of UNDERGRADUATE Record

**Fall 2012**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Attempted</th>
<th>Earned</th>
<th>Grade</th>
<th>Points</th>
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**Term GPA** 1.695

**Cum GPA** 1.695

**Fall 2012**

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**Term GPA** 0.800

**Cum GPA** 1.198

**Spring 2013**

<table>
<thead>
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<th>Course</th>
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</table>

**Term GPA** 0.800

**Cum GPA** 1.198

**Spring 2013**

**Academic Standing Effective 06/01/2013:** Academically Dismissed

**GPD 21.650**
Find the Cumulative GPA row for the most recent graded Term.

Cumulative GPA = Cumulative Grade Points ÷ Cumulative GPA Units.

Example: 32.350 ÷ 27.000 = 1.198
### Cumulative UB GPA Units (Graded Credit Hours) and UB Points (Total UB Grade Points Earned)

You will enter the numbers in the GPA Units, and Points into Section 2 of the Academic Dismissal Worksheet.

#### GPA Units:
Total number or UB credit hours taken for a letter grade.

#### Points:
Total number or UB Grade Points earned.

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#### Spring 2013

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**Term GPA**: 0.800

**Cum GPA**: 1.198

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**Office of the Registrar**

- Cumulative UB GPA Units
- UB Points
- GPA Units
- Points

---

*Do not use data from these fields for inclusion on the Dismissal Appeal Worksheet.*
Section 2
From the Unofficial Transcript, find the Cumulative GPA row for your most recent graded Term:

Enter the number of Cumulative GPA Units

Enter the number of Points
Once a student enters numbers into the Cum GPA Units, and Points fields, the following fields will auto-populate. The Cumulative GPA and Grade Point Deficit should match what is listed on the Unofficial Transcript.
Section 3
Enter the number of semesters that you need to complete for graduation.
Example: If you have completed two semesters, you would enter “6”

Based upon the number that you enter, the worksheet will auto-populate the **Grade Point Deficit reduction** you must earn for each subsequent semester.
Based upon discussion between academic advisor and student, enter courses to be taken for each of the remaining semesters. Section completed by advisor, reviewed by student and then submitted.
Student Statement sections

- Walk us through your goal making process, and how you manage and review them.
- What are your priorities?
- Describe how you manage your time. What tools/resources do you use to keep track of your academic plan?
- How do you learn your material?
- Describe in detail your process for studying for a test or exam.
- List your classes for this past semester. Include the names of your teachers.
- Do you feel connected to UB?
- In your own words, what has happened?