



HOMESCHOOL TRANSCRIPT INSTRUCTIONS

The Homeschool Transcript serves as the principal record of the student's high school coursework, for the purpose of consideration for admission to Ave Maria University. Because of this, the information you provide must be as thorough and accurate as possible. Please follow these instructions carefully. *Samples of a completed Homeschool Transcript and GPA Worksheet are enclosed.*

1. For the **Date High School Coursework Began**, this ***must*** refer as accurately as possible to the beginning date of high school study. We realize that many homeschoolers often complete coursework for multiple grades simultaneously – for example, a student may have taken some 9th grade classes while completing his 8th grade year. In these cases, enter the date that the ***majority*** of high school work began.
2. For the **Date of Graduation**, if the student has not yet graduated, write in the ***anticipated*** date of graduation.
3. For the **Academic Year**, this refers to a traditional fall-spring, two-semester format; e.g., 2002-2003 means “Fall ’02 – Spring ’03.” Enter the year in a two-digit format (e.g., 02-03).
4. For the **Number of Credits Earned**, one credit equals one Carnegie Unit, defined as a total of 120 hours of instruction in a subject, not counting homework. In high school, a single credit is typically earned through meeting 4 or 5 times per week for an entire academic year of 36 to 40 weeks. Courses meeting for only half this time earn ½ credit, and so on. Please calculate accordingly.
5. For the **Remarks** column, if the student took any of the classes at another institution (e.g., if he was dual-enrolled at a community college, or took a course at the local high school), ***enter the name of that institution***. These courses should be documented on the homeschool transcript, and *Ave Maria must also receive official transcripts from these institutions*. Don't forget to request that an official transcript be sent to the address below!
6. If a course is still ***In-Progress***, do not write any grade in the **Grade Received** column, but simply write “**I/P**”.
7. For the **GPA Worksheet**, follow the instructions indicated on that form. Please enter the exact grading scale you used to calculate grades. If you have any questions, please feel free to contact the Admissions Office.

Ave Maria University has the following requirements for admission:

- At least a 2.4 high school GPA, demonstrated on an official transcript
- At least a 2.0 college GPA, if a transfer student, demonstrated on an official transcript
- At least a 21 on the ACT or a 1000 on the SAT, demonstrated on an official exam report or transcript
- At least 15 credit hours of high school study, 10 credits of which must be distributed among the following 5 areas: English, Mathematics, Social Science, Natural Science, and Language(s).

The following high school curriculum is recommended in preparation for Ave Maria's academic program:

- | | |
|--|---|
| 4 years of English (Literature, Grammar, Composition) | 4 years of Social Studies (including History) |
| 3 years of Science (including Biology, Chemistry, and Physics) | 2 years of Foreign Language (Ancient or Modern) |
| 2 years of Art (including Performing and Visual Art) | 4 years of electives |
| 3 to 4 years of Mathematics (Calculus not required, but recommended for students pursuing a degree in Mathematics) | |

Thank you for taking the time to complete the Homeschool Transcript carefully and completely. This will aid the Admissions Office of Ave Maria University in making the best decision concerning the student's application for admission.

QUESTIONS? CONTACT THE ADMISSIONS OFFICE:

1-877-AVE-UNIV
admissions@avemaria.edu
<http://www.naples.avemaria.edu>

MAIL COMPLETED MATERIALS TO:

Ave Maria University
Office of Admissions
1025 Commons Circle
Naples, FL 34119 USA



HOMESCHOOL TRANSCRIPT OF HIGH SCHOOL COURSEWORK

SAMPLE FORM

Name of Student (Name in Full, Including Middle Name) James John Peters			Social Security No. 123-45-6789	Date of Birth 11/12/86	Sex M	Date High School Coursework Began 09/01/01
Street Address 1 Main Street		City Naples	State FL	Zip Code 34100	Phone No. (239) 555-1234	Date of Graduation (mm/dd/yy) Anticipated 06/01/05
Area of Study	Title of Subject	Academic Year	Grade Received	Number of Credits Earned	Remarks: Enter the Name of Schools in Which Outside Credits Were Earned	
English	English I	01-02	A	1		
English	English II	02-03	B	1		
English	English III	03-04	B+	1		
English	English IV	04-05	I/P			
English						
Math	Algebra I	01-02	A-	1		
Math	Algebra II	02-03	B+	1		
Math	Geometry	03-04	C+	1		
Math	Pre-Calculus	04-05	I/P			
Computer Education	Computer Literacy	02-03	A-	0.5	County Tech College	
Computer Education	Web Page Design	03-04	A	0.5	County Tech College	
Social Studies	Civics / Government	01-02	A-	1		
Social Studies	American History	02-03	A	1		
Social Studies	World History	03-04	A	1		
Social Studies	Economics	04-05	I/P			
Social Studies	U.S. Social Trends	04-05	I/P		City High School	
Science	General Science	01-02	B	1		
Science	Biology I	02-03	B+	1		
Science	Chemistry I	03-04	B+	1		
Science	Physics I	04-05	I/P		City High School	
Science						
Foreign Language	Latin I	01-02	A-	1	Holy Spirit Catholic Academy	
Foreign Language	Latin II	02-03	A	1	Holy Spirit Catholic Academy	
Foreign Language	Spanish I	03-04	A	1	City High School	
Foreign Language	Spanish II	04-05	I/P		City High School	
Religious Studies	Religion I	01-02	A	1		
Religious Studies	Religion II	02-03	A-	1		
Religious Studies	Religion III	03-04	A	1		
Religious Studies	Religion IV	04-05	I/P			
Electives	Physical Education	01-02	A	1		
Electives	Auto Shop	01-02	A-	0.5	City High School	
Electives	Rock Climbing	02-03	A-	0.5	City High School	
Electives	Piano I	03-04	B	1	Mrs. Jonesboro (private tutor)	
Electives	Piano II	04-05	I/P		Mrs. Jonesboro (private tutor)	
Electives	Intro to Philosophy	03-04	B+	1	Sacred Heart University	
Electives	Intro to Accounting	04-05	I/P		City High School	

Cumulative GPA: 3.55 on a 4.0 scale ***Please use attached GPA Worksheet**

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE AND COMPLETE.

Signature of Teacher Mary M. Peters

Date Nov. 10th, 2004 Name of Homeschool: Our Lady of Hope Home School

Address: 1 Main Street

Naples, FL 34100

Phone Number: (239) 555-1234

MAIL COMPLETED FORM TO:

Ave Maria University
Office of Admissions
1025 Commons Circle
Naples, FL 34119 USA

1-877-AVE-UNIV
admissions@avemaria.edu
<http://www.naples.avemaria.edu>



HOMESCHOOL TRANSCRIPT GPA WORKSHEET

SAMPLE FORM

INSTRUCTIONS:

1. In the box below, fill in the grading scale that you used to calculate grades for this student.
2. Next, using the information from the grading scale and from the transcript form, fill in the columns to the right.
3. Follow the instructions at the bottom of the columns to calculate the student's Cumulative GPA.

GRADING SCALE USED		
Letter Grade	Number Grade Range	GPA (4.0 Scale only!!)
A	100-94	4.0
A-	93-90	3.7
B+	89-87	3.3
B	86-84	3.0
B-	83-80	2.7
C+	79-77	2.3
C	76-74	2.0
C-	73-70	1.7
D+	69-67	1.3
D	66-64	1.0
D-	63-60	0.7
F	< 60	0

Title of Subject	Grade Received	Corresponding GPA	Number of Credits Earned	Multiply GPA x Credits Earned
English I	A	4.0	1	4.0
English II	B	3.0	1	3.0
English III	B+	3.3	1	3.3
English IV	I/P			
Algebra I	A-	3.7	1	3.7
Algebra II	B+	3.3	1	3.3
Geometry	C+	2.3	1	2.3
Pre-Calculus	I/P			
Computer Literacy	A-	3.7	0.5	1.85
Web Page Design	A	4.0	0.5	2.0
Civics / Government	A-	3.7	1	3.7
American History	A	4.0	1	4.0
World History	A	4.0	1	4.0
Economics	I/P			
U.S. Social Trends	I/P			
General Science	B	3.0	1	3.0
Biology I	B+	3.3	1	3.3
Chemistry I	B+	3.3	1	3.3
Physics I	I/P			
Latin I	A-	3.7	1	3.7
Latin II	A	4.0	1	4.0
Spanish I	A	4.0	1	4.0
Spanish II	I/P			
Religion I	A	4.0	1	4.0
Religion II	A-	3.3	1	3.3
Religion III	A	4.0	1	4.0
Religion IV	I/P			
Physical Education	A	4.0	1	4.0
Auto Shop	A-	3.7	0.5	1.85
Rock Climbing	A-	3.7	0.5	1.85
Piano I	B	3.0	1	3.0
Piano II	I/P			
Intro to Philosophy	B+	3.3	1	3.3
Intro to Accounting	I/P			

Add up the "Credits" and "Multiply" columns →

23.0

81.75

Divide the "Multiply" total by the "Credits" total →
(110.05 ÷ 31.0)

3.55

This is the student's Cumulative GPA on the 4.0 Scale ↑

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE AND COMPLETE.

Signature of Teacher Mary M. Peters

Date 11/10/04

MAIL COMPLETED FORM TO:

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1025 Commons Circle
Naples, FL 34119 USA

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HOMESCHOOL TRANSCRIPT OF HIGH SCHOOL COURSEWORK

Name of Student (Name in Full, Including Middle Name)			Social Security No.	Date of Birth	Sex	Date High School Coursework Began
Street Address		City	State	Zip Code	Phone No.	Date of Graduation (mm/dd/yy)
Area of Study	Title of Subject	Academic Year	Grade Received	Number of Credits Earned	Remarks: Enter the Name of Schools in Which Outside Credits Were Earned	
English	English I					
English	English II					
English	English III					
English	English IV					
English						
Math	Algebra I					
Math	Algebra II					
Math	Geometry					
Math						
Computer Education	Computer Literacy					
Computer Education						
Social Studies	Civics / Government					
Social Studies	American History					
Social Studies	World History					
Social Studies	Economics					
Social Studies						
Science	General Science					
Science	Biology I					
Science	Chemistry I					
Science	Physics I					
Science						
Foreign Language						
Foreign Language						
Foreign Language						
Foreign Language						
Religious Studies	Religion I					
Religious Studies	Religion II					
Religious Studies	Religion III					
Religious Studies	Religion IV					
Electives						
Electives						
Electives						
Electives						
Electives						
Electives						
Electives						

Cumulative GPA: _____ on a 4.0 scale *Please use attached GPA Worksheet

I CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE AND COMPLETE.

Signature of Teacher _____

Date _____ Name of Homeschool: _____

Address: _____

Phone Number: _____

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