Rangel Program
Alternative Academic Record Form

Program: Charles B. Rangel International Affairs Program

Application Cycle: 2027

Instructions

Student: Complete Part A, then send this form to your registrar or another authorized university official. Do not complete Parts B through F yourself.

Registrar/University Official: Please complete Parts B through F. Return the form to the student once completed.

Part A. Student Information *(To Be Completed by Student)*

Student First Name	
Student Last Name	
Student ID Number	
Student Date of Birth (MM/DD/YYYY)	
Name of University	
Major/Field of Study	
Name of Degree Program	
Anticipated/Actual Graduation Date	
Student Email Address	

Student signature: **Date:**

Type your full legal name as your signature

Digital signature (optional): _____

Click to sign with a digital ID, if preferred

Part B. Institution Information *(To Be Completed by Registrar or Other University Official)*

Institution Name	
University Address	
Official's Name	
Official's Title and Office	
Official's Phone Number	

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Part C. Grading System at This Institution

Check all that apply.

- ☐ **The institution does not issue letter grades**
- ☐ **The institution does not issue numerical grades or percentages**
- ☐ **The institution does not calculate a GPA of any kind**
- ☐ **Student work is evaluated as pass/fail or satisfactory/unsatisfactory only**
- ☐ **Student work is evaluated through a competency or portfolio-based system**
- ☐ **Other (describe):**

Part D. Grade Conversion

1. Institution's evaluation scale. List each mark or descriptor the institution uses and its meaning.

Institution's mark or descriptor	Meaning / definition	Equivalent letter grade	Equivalent 4.0 value

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2. Method of conversion. Check one.

- ☐ **Conversion based on a published institutional policy or scale (attach or cite):**
- ☐ **Conversion based on my professional judgment as registrar or designated official, using the scale in item 1.**
- ☐ **Conversion not possible. Reason:**

3. Equivalent cumulative GPA (4.0 scale):

4. Equivalent major GPA (4.0 scale), if applicable:

5. Total credits or units completed:

6. Credit system: ☐ Semester ☐ Quarter ☐ Other **If other, specify:**

Part E. Class Standing and Academic Status

Academic standing (check one):

- ☐ Good standing
- ☐ Probation or other restriction (explain in notes)

Part F. Notes and Certification

Notes (additional context on the grading system, the conversion, or the student's record):

Certification. I certify that the information provided on this form is accurate and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the institution listed in Part B.

Signature: _____ **Date:**

Click to sign (registrar or official)

Printed name:

Title: