



University of San Diego Transcript & Confirmation of Completion Samples

This page includes a sample official transcript, transcript legend, sample unofficial transcript, and a sample unofficial transcript showing an awarded USD Certificate. It also provides an example of how Graduate-Level Extension Credit (GLEC) and Continuing Education Units (CEUs) will appear on a USD transcript.

The transcript legend, printed on the back of the transcript, explains the terminology, grading information, and other details included on the transcript. This information may be reviewed by employers, school districts, licensing agencies, other universities, and professional organizations when determining whether credit earned through USD's Credit Validation Program meets their specific requirements.

The sample unofficial transcript provides an example of how a participant's completed courses and GLEC will appear on their official transcript. Participants can access, view, and print their unofficial transcript at any time through their USD Student Account.

Important CEU information: CEUs are not university credit and are not recorded as graduate-level units. While a CEU enrollment may appear on the USD transcript, the transcript does not display the number of CEUs or contact hours earned. Participants who complete CEU coursework will receive a Confirmation of Completion Letter, which documents the CEUs earned and total contact hours completed. This letter is the appropriate documentation to use when proof of CEU completion is required.

Transcript Reminder

Participants should bring their **official transcript sealed and unopened** to HR. If the transcript is opened or an additional copy is needed, participants can request another one through the **Student Transcript Request** page:

[Student Transcript Request](#)

Sample Transcript (Front)

OFFICIAL TRANSCRIPT



University of San Diego

Professional and Continuing Education
5998 Alcalá Park, San Diego, California 92110-2492

Date Issued: 25/Aug/2026

Student Name: UYEN TEST

SSN: XXX-XX-5555

Student Number: X056381

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UYEN TEST
4 MAIN STREET
SAN DIEGO CALIFORNIA 92101
UNITED STATES

RAISED SEAL IS NOT REQUIRED

This official document is printed on Defensa Watermark® security paper and does not require a raised seal. An official signature is white with a purple background. When photocopied, the word VOID appears across the face of the entire document. A black and white document is not an original and should not be accepted as official.



CHELL ROBERTS
ASSOCIATE PROVOST, PROFESSIONAL AND CONTINUING EDUCATION

AN OFFICIAL SIGNATURE IS WHITE WITH A PURPLE BACKGROUND

REJECT DOCUMENT IF SIGNATURE ABOVE IS DISTORTED

Course No.	Course Title	Start Date	Completion Date	Semester Units	Grade
EDU.589V 9704.01	Harnessing Web Technology: Reading:	22/Aug/1997	22/Nov/1997	1.0	A
EDU.589V 9704.02	Reading				
EDU.589V 9704.02	Harnessing Web Technology: Site Design:	22/Aug/1997	22/Nov/1997	1.0	A
EDU.589V 9704.03	nology				
EDU.589V 9704.03	Harnessing Web Technology: Develop:	22/Aug/1997	22/Nov/1997	2.0	A
EDU.589V 9704.04	Technology				
EDU.589V 9704.04	Harnessing Web Technology: Teamwork:	22/Aug/1997	22/Nov/1997	3.0	A
CEU-X700 2026	Team				
Participant 1	Classroom Management	10/Aug/2026	19/Aug/2026		CEU

Sample Transcript (Back)



5998 Alcalá Park, San Diego, California 92110-2492 · (619) 260-4585
PCE.SanDiego.edu

PROFESSIONAL AND CONTINUING EDUCATION

Accreditation:

The University of San Diego is accredited by the WASC Senior College and University Commission (WSCUC). The School of Business is accredited at both the graduate and undergraduate levels by the American Assembly of Collegiate Schools of Business (AACSB). Educator Preparation Programs offered by the School of Leadership and Education Sciences are recognized by CAEP as legacy accredited programs through the National Council for Accreditation of Teacher Education (NCATE) since 2005. The Intensive English Program of the English Language Academy is accredited by the Commission on English Language Program Accreditation (CEA). ELA is a member of English USA: American Association of Intensive English Programs (AAIEP) and the Association of International Educators (NAFSA).

Credits and Units:

The University of San Diego Division of Professional and Continuing Education may offer Graduate-Level Extension Credits (GLECs) or Continuing Education Units (CEUs) for eligible programs. Availability varies by course. GLECs and CEUs serve different professional purposes and are not interchangeable.

Graduate-Level Extension Credits are recorded in semester units (1 semester unit = 15 contact hours).

Continuing Education Units are awarded for approved professional development activities (1 CEU = 10 contact hours). Total CEU hours earned can be found on the Confirmation of Completion Letter.

Grading System:

A	-	Excellent
B	-	Very Good
C	-	Average
D	-	Inferior
F	-	Failure
P	-	Passed/Credit awarded (equivalent to a C-minus or higher)
NP	-	Not Passed (lower than a C-minus)
INC	-	Incomplete
NG	-	No Grade
CEU	-	Continuing Education Unit

Note:

The full legal unification of the University of San Diego and the San Diego College for Women took place in July, 1972.

To request additional transcripts, please visit our website at PCE.SanDiego.edu.

PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, THIS INFORMATION CANNOT BE RELEASED TO ANY OTHER PARTY WITHOUT WRITTEN CONSENT OF THE STUDENT.

TO TEST FOR AUTHENTICITY: This document is printed on Defensa WATERMARK® security paper and contains multiple overt and covert security features. Hold the page to the light to see the translucent Defensa WATERMARK® image. The name of the institution appears in white type over the face of the entire document.

UNIVERSITY OF SAN DIEGO-PROFESSIONAL AND CONTINUING EDUCATION - UNIVERSITY OF SAN DIEGO-PROFESSIONAL AND CONTINUING EDUCATION - UNIVERSITY OF SAN DIEGO-PROFESSIONAL AND CONTINUING EDUCATION- UNIVERSITY OF SAN DIEGO-PROFESSIONAL AND CONTINUING EDUCATION- UNIVERSITY OF SAN DIEGO-PROFESSIONAL

ADDITIONAL TESTS: The word VOID appears as a latent image. When this paper is touched by fresh liquid bleach, an authentic document will stain brown. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at 619-260-4585. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

Unofficial Sample Transcript (No CEUs)

Date Issued: 12/Jan/2026

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UNITED STATES

Course No.	Course Title	Start Date	Completion Date	Semester Units	Grade
EDC-X767M 007	College and Career Ready Standards for Literacy Implementation for Secondary Grades	13/Oct/2016	27/May/2017	2.0	A
EDC-X785M 002	Learning Leaders and Systemic Excellence: Section 1 - Rigor, Session 1	20/Sep/2017	13/Nov/2017	1.0	A
EDC-X733O 001	Implementing G Suite for Education into College and Career Ready Classrooms	15/Nov/2017	12/Feb/2018	1.0	A
EDC-X738N 002	Learning Leaders and Systemic Excellence - Session 2 - Rigor Continued	29/Jan/2018	17/Mar/2018	1.0	A
EDC-X769Q 001	Flipping Learning & Communication Using Google Sites	17/Jun/2019	16/Aug/2019	2.0	A
EDC-X766W 002	Teaching with the HEART in Mind: A Complete Educator's Guide to Social Emotional Learning	22/Oct/2024	13/May/2025	3.0	A
EDC-X708A Certificate Program	What is Dyslexia? An In-Depth Look (prev #: EDU-500FN)	13/Jan/2025	07/Feb/2025	2.0	A
EDC-X739E 024	Orton-Gillingham Part 1 (prev#: EDU-500HI)	17/Feb/2025	07/Mar/2025	2.0	A
EDC-X788F 023	Orton-Gillingham Part 2	10/Mar/2025	28/Mar/2025	2.0	A
EDC-X758I 023	Orton-Gillingham Part 3 (prev# EDU-758I)	07/Apr/2025	25/Apr/2025	2.0	A
EDC-X711A Certificate Program	Reading Comprehension, Vocabulary and Fluency (pre	28/Apr/2025	16/May/2025	2.0	A

Unofficial Sample Transcript
Including Awarded USD Certificate (No CEUs)

UYEN TEST
5998 ALCALÁ PARK
SAN DIEGO CALIFORNIA 92101
UNITED STATES

Course No.	Course Title	Start Date	Completion Date	Semester Units	Grade
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EDU.589V 9704.02	Harnessing Web Technology: Site Design: nology	22/Aug/1997	22/Nov/1997	1.0	A
EDU.589V 9704.03	Harnessing Web Technology: Develop: Technology	22/Aug/1997	22/Nov/1997	2.0	A
EDU.589V 9704.04	Harnessing Web Technology: Teamwork: Team	22/Aug/1997	22/Nov/1997	3.0	A

Certificate(s), Professional Program(s), and Distinction(s)	Awarded
Bullying Prevention in Our Schools Certificate	20/Jan/2026

Unofficial Sample Confirmation of Completion Letter



University of San Diego®
**PROFESSIONAL AND
CONTINUING EDUCATION**

Confirmation of Completion

Student: Uyen Test
Student Number: X056381

Course: CEU-X700 - 2026 Participant 1 Classroom Management
Course Format: Credit Validation
Duration: 10/Aug/2026 to 19/Aug/2026
Total CEUs: 1.00
Semester Units:
Total Hours: 10.00 hours
Final Grade: CEU

The University of San Diego partners with external organizations through its Credit Validation Program to award Continuing Education Units (CEUs) for eligible professional learning experiences. This letter verifies that the individual named above has successfully completed the professional learning experience described herein, as confirmed by the organization that delivered and verified the training.

Regionally accredited: The University of San Diego is accredited by the WASC Senior College and University Commission (WSCUC).

Professional and Continuing Education
University of San Diego
5998 Alcalá Park, San Diego CA 92110-2492
619-260-4585
continuinged@sandiego.edu

Unofficial Sample Transcript Showing GLEC and CEU Enrollments

Date Issued: 25/Aug/2026
Student Name: UYEN TEST
SSN: XXX-XX-5555
Student Number: X056381

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4 MAIN STREET
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