



Minnesota State Colleges and Universities System Procedures Chapter 3 – Educational Policies

1 **Procedures 3.29.1 College and University Transcripts**

2
3 **Part 1. Purpose.** Board Policy 3.29 provides that Minnesota State Colleges and Universities shall
4 use a uniform format for their official transcripts. This procedure establishes requirements for a
5 system-wide uniform transcript.
6

7 **Part 2. Uniform Transcript Format.** Official transcripts of Minnesota State Colleges and
8 Universities shall be printed on standard size (8.5"x11") paper in landscape orientation using the
9 format for course grade reporting specified by the Integrated Statewide Record System (ISRS). The
10 paper used for official transcripts shall incorporate one or more security systems to prevent
11 alteration or unauthorized copying.
12

13 The "front" side of the transcript shall be a record of a student's academic progress at an institution,
14 and shall contain information on courses attempted, credits and grades earned, and grade point
15 average (GPA) attained in the format specified by Integrated Statewide Record System (ISRS)
16 standards. Additional information on the front side of the transcript shall be entered as required by
17 this procedure.
18

19 The "reverse" side of the transcript shall include elements of information determined to be essential
20 for evaluation purposes as recommended by the American Association of Collegiate Registrars and
21 Admissions Officers (AACRAO). This side shall be printed in landscape orientation using the
22 three-column format illustrated in Appendix A. Elements of information and the order in which
23 they must appear are: college or university name, address, telephone numbers, URL, FICE code;
24 history, name changes, mergers; accreditation; academic calendar and terms; grading system, GPA
25 calculation method, policy on recording all courses attempted, policy on withdrawals, transfers,
26 incompletes, repeated courses, academic forgiveness; course numbering system; transcript symbols;
27 honors designations and criteria; any necessary miscellaneous information, ADA statement, date of
28 most recent revision, authenticity statement, FERPA statement. Institutional identification and
29 contact information shall appear at the top of the form across all three columns, and may include an
30 institutional logo. Institutional history shall appear at the top of the first column and the last
31 element shall always be at the bottom of the third column. Placement of other elements in specific
32 columns may vary due to the differences in space required for some elements at different
33 institutions.
34

1 **Part 3. Transcript Symbols.** A uniform set of symbols shall be used as a way of noting certain
2 types of courses.

3
4 **Subpart A. Academic forgiveness.** The terms Academic Forgiveness, Fresh Start, and
5 Academic Renewal refer to institutional policies whereby the previous credits and grades that
6 a student has earned (usually some years ago) are ignored in the calculation of the student's
7 cumulative credits attempted, cumulative credits earned, and GPA. The courses, however,
8 remain on the transcript and a reviewer must have some way of knowing that these credits
9 are being ignored. The bracket symbol [] shall be placed around all courses an institution
10 includes in a student's Academic Forgiveness.

11
12 **Subpart B. Repeated courses.** Courses that are repeated and not counted in a GPA
13 calculation shall be denoted by being placed in parentheses (.). Repeats that are counted
14 shall be denoted by slash marks //.

15
16 **Subpart C. Developmental courses.** Developmental courses that are not counted toward
17 an award shall have the course designation preceded by a "greater than" symbol, as in ">
18 Math 0099 Intermediate Algebra."

19
20 **Subpart D. Consortium, common market and exchange courses.** Consortium (or dual
21 enrollment), common market, and exchange courses shall be denoted by a caret symbol ^.
22 The name of the institution where the course was taken shall appear immediately below the
23 course. Dual enrollment in this context does not refer to PSEO enrollments.

24
25 **Subpart E. Symbol explanation required.** The explanation of any symbols used on a
26 transcript shall appear on the back side of the transcript.

27
28 **Part 4. Notation of Credit Awarded for Prior Learning or Earned by Examination.**

29 Institutions award credit earned by means other than actually taking a course at the institution.
30 These may include "testing out" of a course by taking a locally-designed test, CLEP or AP tests,
31 DANTES or International Baccalaureate. Credit awarded for prior learning or earned by
32 examination may be noted either in the term when it was earned or in the transfer section. If placed
33 in the term section, the type of special credit must be noted in parentheses immediately below the
34 course.

35
36 **Part 5. Suspensions and Expulsions.**

37
38 **Subpart A. Academic suspension.** A two-line notation shall be placed on the transcript
39 when a student is suspended for academic reasons, with the first line stating "Academic
40 Suspension" and the second line reading "Eligible for Readmission "Term, Year." The
41 notation shall not be removed when a student is reinstated; however, the second line shall be
42 revised to read "Reinstated by Petition "Term, Year", or "Reinstated "Term, Year" when
43 reinstatement does not require a petition. The academic suspension notation in its entirety
44 shall be removed when a student completes the certificate, degree, or diploma being worked
45 on at the time of the suspension.

1 **Subpart B. Disciplinary suspension or expulsion.** Suspensions or expulsions for disciplinary
2 reasons shall be noted on the transcript with a two-line message. For a suspension, the first
3 line shall read "Disciplinary Suspension" and the second line "Eligible for Reinstatement
4 'Term, Year.'" An expulsion shall be noted by a first line
5 reading "Disciplinary Expulsion" and the second line reading "Not Eligible for
6 Reinstatement." The disciplinary suspension notation shall be removed from the
7 transcript following the date when the student becomes eligible for reinstatement, while the
8 disciplinary expulsion notation is permanent.
9

10 **Part 6. Standardization of Term-Year.** Course terms shall be designated with the name of the
11 term fully spelled out as Fall, Summer or Spring, and a four-digit year as in "SPRING, 2004."
12

13 **Part 7. Other Notations.**
14

15 **Subpart A. Initial statistics.** Credits that were earned at Minnesota State Colleges and
16 Universities prior to the computerization of records were entered into ISRS as cumulative
17 totals, without course detail. These previous credits, even if not applicable to a current
18 award, shall appear on the transcript.
19

20 **Subpart B. Minnesota Transfer Curriculum.** When a student has completed the
21 Minnesota Transfer Curriculum but has not earned an associate degree that includes
22 completion of the transfer curriculum, a notation of transfer curriculum completion shall
23 appear at the end of the transcript.
24

25 **Subpart C. Previous degrees earned, institutions attended, and accreditation of
26 institutions attended.** Notation of previous institutions attended shall appear on the
27 transcript only when transfer credit is being accepted from those institutions or when a
28 previous degree earned is applicable to the student's program. The accreditation status of
29 those institutions shall not appear on the transcript.
30

31 **Subpart D. Dean's list/president's list.** Achievement of academic term honors such as
32 Dean's List shall be noted at the end of the term in which the honor is earned. Criteria for
33 Dean's List or President's shall be listed on the reverse side of the transcript in the
34 Miscellaneous area. Colleges and universities are not required to award academic term
35 honors.
36

37 **Subpart E. Membership in honor societies.** Colleges and universities may make
38 notation on the transcript of student membership in national scholastic honor societies such
39 as Phi Theta Kappa and Golden Key. Membership in specialized or departmental honor
40 societies shall not be noted. The designation shall appear at the end of the transcript and
41 specify the name of the honor society and the term-year of induction.
42

43 **Subpart F. Graduation honors.** Achievement of academic honors at graduation shall be
44 in the upper left quadrant of the transcript with the awards earned information. Criteria for
45 graduation honors shall be listed on the reverse side of the transcript in the Miscellaneous
46 area. Colleges and universities are not required to award graduation honors.
47

1 **Subpart G. Service learning.** Notation of service learning hours shall not appear on the
2 transcript, except when service learning is required for a student's certificate, diploma or
3 degree. Then the service learning hours shall appear at the end of the transcript.
4

5 **Subpart H. Licenses earned.** Notation of licenses earned or passage of professional
6 board examinations such as the Pre- Professional Standards Test or the Peace Officer
7 Standards and Training requirements shall not appear on the transcript, but a record of these
8 achievements may be maintained in ISRS.
9

11 *Approval Date: 02/03/05*

12 *Effective Date: 07/01/05,*

13 *Date and Subject of Revision:*
14
15
16

Sample “reverse” side of transcript

Appendix A, see Procedure, Part 2

State College and University Name

Address City State Zip

Telephone Numbers URL of Institution

FICE No. XXXXX

A Member of the Minnesota State Colleges and Universities System

History

Grading System (A=4, B=3, etc)/

Method GPA Calculation/

Institution Policy on recording all courses attempted/

Institutional policy on withdrawals, transfer credits, incompletes, repeated courses, academic forgiveness

Course Numbering

Transcript Symbols

Accreditation

Honors

Academic Calendar/Enrollment Terms

(start, end date or length of term)/**Unit of credit** (semester, quarter, or other)

Miscellaneous Information

ADA Statement or Authenticity

Date Revised

Authenticity/FERPA Section