Procedures 3.29.1 College and University Transcripts

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

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

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

The "reverse" side of the transcript shall include elements of information determined to be essential for evaluation purposes as recommended by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). This side shall be printed in landscape orientation using the three-column format illustrated in Appendix A. Elements of information and the order in which they must appear are: college or university name, address, telephone numbers, URL, FICE code; history, name changes, mergers; accreditation; academic calendar and terms; grading system, GPA calculation method, policy on recording all courses attempted, policy on withdrawals, transfers, incompletes, repeated courses, academic forgiveness; course numbering system; transcript symbols; honors designations and criteria; any necessary miscellaneous information, ADA statement, date of most recent revision, authenticity statement, FERPA statement. Institutional identification and contact information shall appear at the top of the form across all three columns, and may include an institutional logo. Institutional history shall appear at the top of the first column and the last element shall always be at the bottom of the third column. Placement of other elements in specific columns may vary due to the differences in space required for some elements at different institutions.
Part 3. Transcript Symbols. A uniform set of symbols shall be used as a way of noting certain types of courses.

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

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

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

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

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

Part 4. Notation of Credit Awarded for Prior Learning or Earned by Examination. Institutions award credit earned by means other than actually taking a course at the institution. These may include "testing out" of a course by taking a locally-designed test, CLEP or AP tests, DANTES or International Baccalaureate. Credit awarded for prior learning or earned by examination may be noted either in the term when it was earned or in the transfer section. If placed in the term section, the type of special credit must be noted in parentheses immediately below the course.

Part 5. Suspensions and Expulsions.

Subpart A. Academic suspension. A two-line notation shall be placed on the transcript when a student is suspended for academic reasons, with the first line stating "Academic Suspension" and the second line reading "Eligible for Readmission 'Term, Year.'" The notation shall not be removed when a student is reinstated; however, the second line shall be revised to read "Reinstated by Petition 'Term, Year'", or "Reinstated 'Term, Year'" when reinstatement does not require a petition. The academic suspension notation in its entirety shall be removed when a student completes the certificate, degree, or diploma being worked on at the time of the suspension.
Subpart B. Disciplinary suspension or expulsion. Suspensions or expulsions for
disciplinary reasons shall be noted on the transcript with a two-line message. For a
suspension, the first line shall read "Disciplinary Suspension" and the second line "Eligible
for Reinstatement Term, Year." An expulsion shall be noted by a first line
reading "Disciplinary Expulsion" and the second line reading "Not Eligible for
Reinstatement." The disciplinary suspension notation shall be removed from the
transcript following the date when the student becomes eligible for reinstatement, while the
disciplinary expulsion notation is permanent.

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

Part 7. Other Notations.

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

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

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

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

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

Subpart F. Graduation honors. Achievement of academic honors at graduation shall be
in the upper left quadrant of the transcript with the awards earned information. Criteria for
graduation honors shall be listed on the reverse side of the transcript in the Miscellaneous
area. Colleges and universities are not required to award graduation honors.
Subpart G. Service learning. Notation of service learning hours shall not appear on the transcript, except when service learning is required for a student's certificate, diploma or degree. Then the service learning hours shall appear at the end of the transcript.

Subpart H. Licenses earned. Notation of licenses earned or passage of professional board examinations such as the Pre-Professional Standards Test or the Peace Officer Standards and Training requirements shall not appear on the transcript, but a record of these achievements may be maintained in ISRS.
Sample “reverse” side of transcript

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

Accreditation

Academic Calendar/Enrollment Terms
(start, end date or length of term)/Unit of credit (semester, quarter, or other)

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

Transcript Symbols

Honors

Miscellaneous Information

ADA Statement or Authenticity

Date Revised

Authenticity/FERPA Section