Policy and Procedures for Granting Undergraduate Transcript Notations
September 21, 2009

<u>University transcript standards and guidelines</u>

American higher education relies on the academic transcript as a student's primary credentialing document. The official transcript, which is an extract of the student's total academic record, is intended to convey the student's overall academic performance to third parties. Official transcripts are readily exchanged and accepted because essential transcript elements adhere to standards and practices established by the National Association of Collegiate Registrars and Admissions Officers (AACRAO). These standards limit notation of honors and distinctions to academic graduation honors. They do not allow notations for membership in honorary societies, or notation of non-academic distinctions and awards. AACRAO standards provide that the transcript includes demonstrated competencies for which credit is granted such as AP/IB or CLEP testing. Conversely, the transcript does not include demonstrated proficiencies–such as English or math proficiency, foreign language proficiency, and public service–for which credit is not awarded. Student proficiencies may be maintained in the academic records database but are not posted on the academic transcript.

The logic of the transcript should guide university decision-making as to those organized academic experiences that are included on the official academic transcript.

<u>Approval and oversight of undergraduate transcript notation eligibility</u>

Notations are granted or denied to programs by the Dean for Undergraduate Studies. The Dean consults with the Registrar and the Associate Provost for Academic Programs and Planning prior to making a final decision. The unit head and dean will be notified of the decision, and the Office of the Registrar will be copied on the approval correspondence in order to assign a notation code and corresponding transcript translation. Every five years, the Dean for Undergraduate Studies conducts a review of all notations.

<u>Criteria for undergraduate notation on the transcript</u>

To be included on the official academic transcript, a program requesting a notation on the official academic transcript must satisfy all of the following criteria:

- Participation in the program must be selective and must include a selection process. Program admission criteria and process should be driven by matters of program purpose, quality, and intended audience.
- The program includes a coherent program of coursework and co-curricular activities. The coursework includes at least 8 credits, with at most 3 credits from courses of fewer than 3 credits each. All credits must be in graded coursework and completed with a grade of at least C (2.0).
- The program includes a culminating and synthesizing project that must be presented in a public forum. This cumulative project must be evaluated. This feature distinguishes notation programs from programs simply comprised of structured course selections.

- The program must have learning outcomes and an assessment plan that expresses the program's coherence, with appropriate data collection and review to assess the success of the program.

Procedures for application for an undergraduate transcript notation

Applications for notation status are made to the Dean for Undergraduate Studies. The application originates in the sponsoring academic unit and is signed by the unit's head and the unit's dean.

The application should address the following:

1. What is the proposed wording of the requested notation? (Maximum of 80 characters, including spaces.)
2. Describe the selective admission process.
3. Enumerate and describe all requirements, including the cumulative project.
4. What constitutes satisfactory completion of program requirements?
5. What monitoring or final approval process is in place in the academic unit to ensure that the standards are met?
6. List the learning outcome goals and the assessment process.
7. Who (what position) is responsible for maintaining these standards?
8. Who (what position) is responsible for posting the notation to the student record?

Posting Undergraduate Program Notations to Academic Transcripts

Approved notations will be posted to the student record by the designated director, faculty member, or coordinator in the sponsoring academic unit using the Transcript Notation Update screen (GO NOTATION) in SIS. This screen will employ a value security mechanism—that is, each designee will only have access to enter his/her respective notation. Completed notations are to be posted within 10 business days after the last day of classes of each term. The Registrar's Office will be responsible for granting the necessary access, training each designee on the notation update process, and running queries and audits to confirm accuracy on the transcript. Access will be terminated in any case where program approval is rescinded after the requisite 5-year review.

This process assumes that each responsible designee will ensure that application items 4 and 5 above are verified before posting the notation.