



**ADMINISTRATIVE POLICY STATEMENT**

**Policy Title:** Campus Designation on Diplomas and Transcripts

**APS Number:** 8003

**APS Functional Area:** **STUDENTS**

<b>Brief Description:</b>	To clarify the designation of campuses on diplomas and transcripts.
<b>Effective:</b>	February 1, 2024
<b>Approved by:</b>	President Todd Saliman
<b>Responsible University Officer:</b>	Vice President for Academic Affairs
<b>Responsible Office:</b>	Office of Academic Affairs
<b>Policy Contact:</b>	Office of Academic Affairs
<b>Supersedes:</b>	Campus Designation on Diplomas and Transcripts, April 9, 2015
<b>Last Reviewed/Updated:</b>	February 1, 2024
<b>Applies to:</b>	All campuses

**Reason for Policy:** The purpose of this policy is to clarify the designation of campuses on diplomas and transcripts.

**I. INTRODUCTION**

The purpose of this policy is to clarify the designation of campuses on diplomas and transcripts.

**II. POLICY STATEMENT**

- A. Awarding of Degrees - Degrees will be awarded by the campus where the student has applied, matriculated, and completed the degree requirements. This includes degrees for students enrolled in multi-campus programs, schools, and colleges.
- B. Diplomas - Diplomas must indicate that the degree has been conferred by the Board of Regents of the University of Colorado and will indicate the campus where the diploma was awarded. The format to be used for all diplomas is included as [Attachment A](#). Any deviations must be approved by the president.
  - 1. Honorary degree diplomas will be ordered by the Office of the Board of Regents staff working directly with the campus registrars.
  - 2. See [Attachment A](#) for an example or refer to [APS 2001 - Commencement Exercise Responsibilities](#) for additional information.
- C. Transcripts - Transcripts will indicate the campus at which each course was taken and will also indicate the campus at which the degree was awarded, in a manner similar to the example in [Attachment B](#).

**III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES**

- A. [Attachment A](#) – Examples of Diploma Formats
- B. [Attachment B](#) – Example of Transcript Format
- C. [APS 2001 - Commencement Exercise Responsibilities](#)

#### IV. HISTORY

- Adopted: Spring 1978.
- Revised: July 1, 2009; April 9, 2015; February 1, 2024.
- Last Reviewed: February 1, 2024.

ATTACHMENT A

General Campus Diploma Example

The Regents of the  
**University of Colorado**  
have conferred on

Standard Diploma-Redesign  
11 x 8.5"  
Paper: Natural White 65# cover  
Seal: black foil background,  
gold engraving  
Text: black thermography

with all the rights and privileges hereunto appertaining.  
In witness thereof this diploma is awarded by the Regents  
upon the recommendation of the Faculty.



Standard Diploma  
Redesign  
11 x 8.5"  
Degree only

The Regents of the  
**University of Colorado**

have conferred on  
**Jonathan Sample Name**  
the Degree

**Master of Business Administration**

with all the rights and privileges thereunto appertaining.  
In witness thereof this diploma is awarded by the Regents  
upon the recommendation of the Faculty.  
Given at Boulder on the ninth day of May, A.D.  
two thousand and fourteen and in the  
one hundred thirty-eighth year of the University.

*Kyle H. Hybl*  
Chair, Board of Regents

*[Signature]*  
President of the University



*Philip P. DiStefano*  
Chancellor

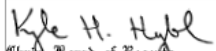
*[Signature]*  
Dean of the Leeds School of Business


The Regents of the  
**University of Colorado**

have conferred on  
**Jonathan Sample Name**

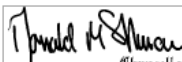
the Degree  
**Doctor of Pharmacy**  
With Honors

with all the rights and privileges thereunto appertaining.  
In witness thereof this diploma is awarded by the Regents  
upon the recommendation of the Faculty.  
Given at the Anschutz Medical Campus on the seventeenth day of  
August, A.D. two thousand and twelve and in the  
one hundred thirty-sixth year of the University.

  
Kyle H. Hybl  
Chair, Board of Regents

  
President of the University



  
Donald M. Stuman  
Chancellor

Dean of the Faculty

Honorary Degree Diploma Example

Honorary Diploma  
Redesign  
11 x 8.5"

The Regents of the  
**University of Colorado**

have conferred on  
**Jonathan Sample Name**

the Honorary Degree  
**Doctor of Humane Letters**  
Honoris Causa

with all the rights and privileges thereunto appertaining.  
In witness thereof this diploma is awarded by the Regents  
upon the recommendation of the Faculty.

Given at Boulder on the ninth day of May, A.D.  
two thousand and fourteen and in the  
one hundred thirty-eighth year of the University.

Chair, Board of Regents

President of the University



Chancellor

Dean of the Graduate School

**ATTACHMENT B**

**Transcript Format Example**

Master of Business Administration	MAY 13, 2023
CU Colorado Springs	
School of Business Admin GRAD	
Major : Business Administration	
Option : Innovation Management	
Option : Service Management	