Policy Title: Campus Designation on Diplomas and Transcripts

APS Number: 8003  APS Functional Area: STUDENTS

Brief Description: To clarify the designation of campuses on diplomas and transcripts.

Effective: April 9, 2015

Approved by: President Bruce D. Benson

Responsible University Officer: Vice President for Academic Affairs

Responsible Office: Office of the Vice President for Academic Affairs

Policy Contact: Office of the Vice President for Academic Affairs

Supersedes: Campus Designation on Diplomas, Permanent Record Cards and Transcripts, 07/01/09

Last Reviewed/Updated: April 9, 2015

Applies to: 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 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 following example:

<table>
<thead>
<tr>
<th>Degrees, Certificates and Licensure</th>
<th>MAY 17, 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Business Administration</td>
<td></td>
</tr>
<tr>
<td>CUI Colorado Springs</td>
<td></td>
</tr>
<tr>
<td>School of Business Admin (GRAAD)</td>
<td></td>
</tr>
<tr>
<td>Major: Business Administration</td>
<td></td>
</tr>
<tr>
<td>Option: Leadership &amp; Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>Option: Technology Management</td>
<td></td>
</tr>
</tbody>
</table>
III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

   A. Attachment A – Examples of Diploma Formats
   B. APS 2001 - Commencement Exercise Responsibilities

IV. HISTORY

   Initial Policy Effective: Spring 1978
   APS revised 07/1/09
   APS revised April 9, 2015

V. KEY WORDS

degree, diploma, transcript, records
ATTACHMENT A

General Campus Diploma Example

The Regents of the University of Colorado have conferred on

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

Kle H. Hube
Chairman of the Regents

Philip P. Di Stefano
Chancellor

President of the University

Dean of the College 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.

[Signature]
Registrar of the University

[Signature]
Dean of the Faculty
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 A - 4