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: February 1, 2024

Approved by: President Todd Saliman

Responsible University Officer: Vice President for Academic Affairs

Responsible Office: Office of Academic Affairs

Policy Contact: Office of Academic Affairs

Supersedes: Campus Designation on Diplomas and Transcripts, April 9, 2015

Last Reviewed/Updated: February 1, 2024

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 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

- 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

with all the rights and privileges thereunto appertaining.
In witness thereof this diploma is awarded by the Regents upon the recommendation of the Faculty.
Master’s Degree Diploma Example

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. Hwe
Chair Board of Regents

Philip P. Di Stefano
Chancellor

President of the University
Pen 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.

Kle H. Hobel
Chair Board of Regents

George S. Fox
President of the University

Donald K. Brown
Chancellor
Dean of the Faculty
Honorary Degree Diploma Example

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

<table>
<thead>
<tr>
<th>Master of Business Administration</th>
<th>MAY 13, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Colorado Springs</td>
<td></td>
</tr>
<tr>
<td>School of Business Admin GRAD</td>
<td></td>
</tr>
<tr>
<td>Major: Business Administration</td>
<td></td>
</tr>
<tr>
<td>Option: Innovation Management</td>
<td></td>
</tr>
<tr>
<td>Option: Service Management</td>
<td></td>
</tr>
</tbody>
</table>