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 February 1, 2024 (Pending)

Approved by: President Bruce D. Benson Todd Saliman (Pending)

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 April 9, 2015

Last Reviewed/Updated: April 9, 2015 February 1, 2024 (Pending)

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 in Attachment B.
III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Attachment A – Examples of Diploma Formats
A-B. Attachment B – Example of Transcript Format
B.C. APS 2001 – Commencement Exercise Responsibilities

IV. HISTORY

• Initial Policy Effective Adopted: Spring 1978.
• Revised: July 1, 2009; APS revised April 9, 2015; February 1, 2024 (Pending).
• Last Reviewed: February 1, 2024 (Pending).

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.
Master’s Degree Diploma Example
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.
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
### 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>