



ADMINISTRATIVE POLICY STATEMENT

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](#).

Degrees, Certificates and Licensure

Master of Business Administration
CU Colorado Springs

MAY 17, 2004

School of Business Admin GRAD

Major : Business Administration

Option : Leadership & Human Resource Management

Option : Technology Management

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

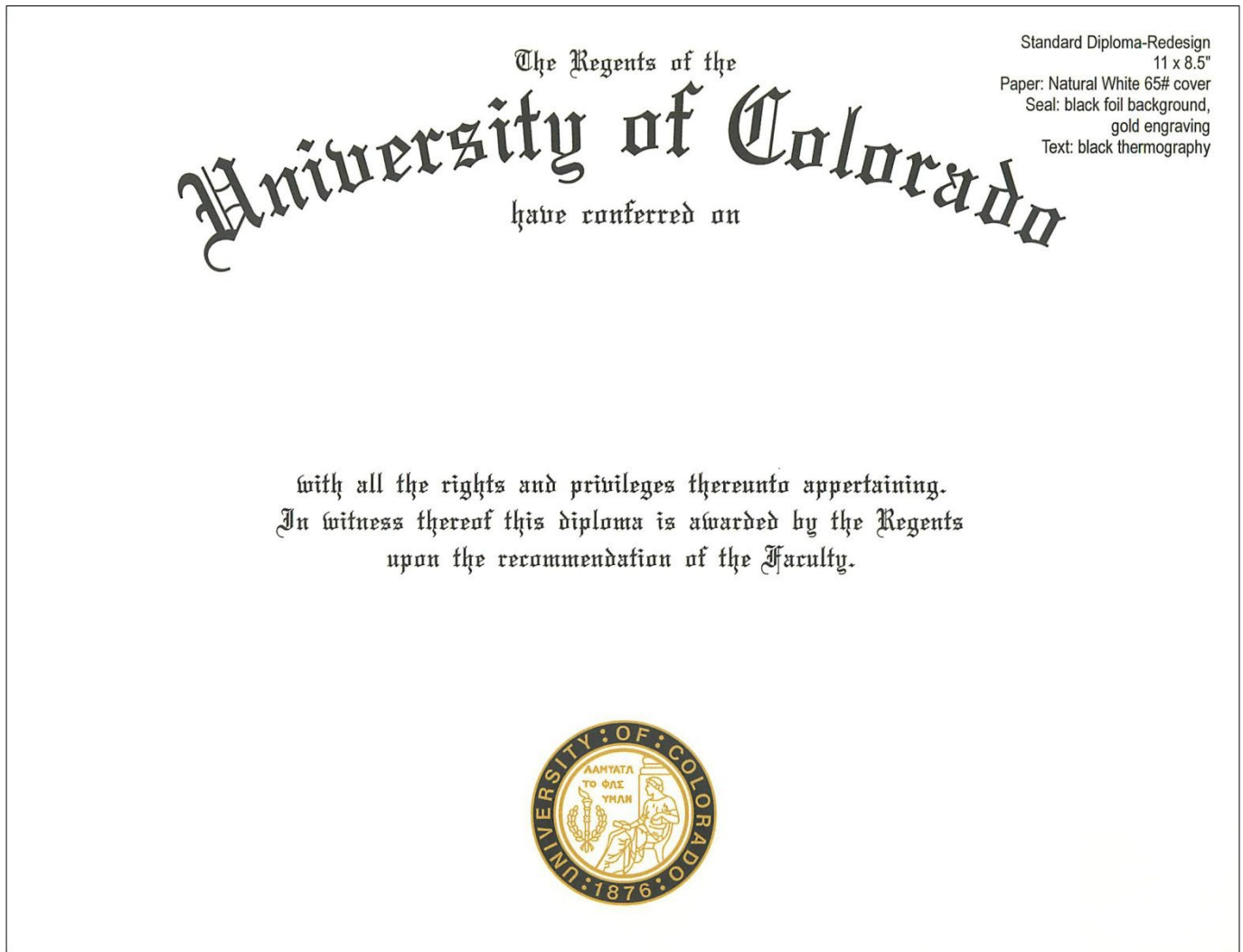
- [Initial Policy Effective/Adopted](#): Spring 1978.
- [APS revised 07/01/09](#) Revised: July 1, 2009; [APS revised April 9, 2015](#); [February 1, 2024 \(Pending\)](#).
- [Last Reviewed: February 1, 2024 \(Pending\)](#).

V. KEY WORDS

degree, diploma, transcript, records

ATTACHMENT A

General Campus Diploma Example



Master's Degree Diploma Example

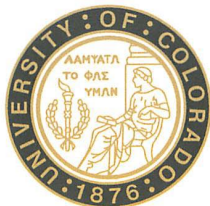
Standard Diploma
Redesign
11 x 8.5"
Degree only

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


President of the University



Philip P. DiStefano
Chancellor


Dean of the Leeds School of Business

Professional Diploma Example

Display Diploma
used for professional degrees
16 x 14"
Degree + 1 line

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

Chris M. Brown
President of the University



Donald M. Stuman
Chancellor

Dean of the Faculty

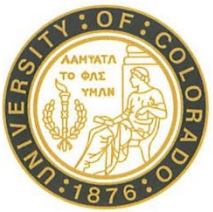
Honorary Degree Diploma Example

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	

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