

Guidelines for Transcript Annotations

Approved September 23, 2016

Transcript Annotations are added to academic transcripts to indicate special graduating circumstances or completion of special programs that are not majors, minors, areas of concentrations, nor certificates.

The transcript annotations used since the implementation of PeopleSoft are listed at the end of this document.

The following criteria should be used to determine whether a transcript annotation is appropriate:

1. Academic extracurricular activity with an explicit theme or focus
2. A requirement of at most 12 academic credits or four courses
3. Not be used when a minor, area of concentration, or certificate is better suited

The approval process for transcript annotations is as follows:

1. The dean of the appropriate school sends a proposal to the Provost's Office for approval
2. Either the Vice Provost for Graduate Studies or the Vice Provost for Undergraduate Studies, as appropriate, reviews the proposal and verifies that it satisfies the criteria listed above
3. When the proposal is approved, the University Registrar adds the content in the test environment, sharing the results with the requester and the Provost's Office
4. Either the Vice Provost for Graduate Studies or the Vice Provost for Undergraduate Studies issues final approval of the content of the transcript annotation

The University Registrar would then move the annotation to the production environment. The school or unit provides the Registrar with the names of those students who should get the annotation for addition to the appropriate student records.

Transcript annotations used since the implementation of PeopleSoft

- Advanced Certificate Awarded in Conjunction with First Professional Program
- Baccalaureate Degree Awarded in Conjunction with Graduate Degree
- Based on completion of requirements and a dental degree from a recognized foreign school
- Based on foreign licensure, prior experience, clinical eval, & national dental board exam
- Completion of Cooperative Engineering Program
- Degree awarded based on current PT experience and prior completion of a PT degree
- Degree Awarded Posthumously
- Degree Conferred Jointly with the University Honors College¹
- First Prof degree awarded based on prior degree, credits, experience, or credentials
- First Prof Degree Awarded in Combination with Graduate Degree from Carnegie Mellon Univ.
- First Professional Degree Awarded in Conjunction with Graduate Program
- Graduate degree awarded based on prior degree, credits, experience, or credentials
- Graduate Degree Awarded in Conjunction with First Professional Program
- Graduate Degree Awarded in Conjunction with Undergraduate Degree
- Summer Edge in Energy Today, Energy Tomorrow Completed
- Summer Edge Program in Medicine and Biomedical Research Completed
- Summer Edge Program in Public and Global Health Completed

Four of these are used typically for undergraduate students. They are the Summer Edge programs and the Cooperative Engineering Program. These are programs that carry less than 12 credits and have a theme or focus. The students do not earn any type of degree or certificate; they just get a line in the transcript acknowledging their accomplishments.

¹ The annotation ‘Degree Conferred Jointly with the University Honors College’ was applied to one individual several years ago; this was a unique case approved by our office. The Registrar has the relevant documentation