courses attempted, credits and grades earned, grade point average (GPA), and any degrees, diplomas, or certificates attained.

Additional information on the front side of the transcript must be entered as required by this procedure.

Subpart B. Back side

The back side of the transcript must include elements of information determined to be essential for evaluation purposes as recommended by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). The format must be landscape orientation using three-columns. Elements of information and the order in which they must appear are:

- college or university name, address, telephone numbers, URL, FICE code;
- history, name changes, mergers;
- accreditation;
- academic calendar and terms;
- grading system, GPA calculation method, policy information on recording all courses attempted, policy information on withdrawals, transfers, incompletes, repeated courses, academic forgiveness;
- course numbering system;
- transcript symbols; honors designations and criteria;
- any necessary miscellaneous information, ADA statement, authenticity statement, and FERPA statement.

College or university name and contact information must appear at the top of the transcript across all three columns, and may include college or university logo. Institutional history must appear at the top of the first column and the last element must always be at the bottom of the third column. The date of the most recent revision must be placed last at the bottom of a column in bold.

Part 5. Transcript Symbols

The following set of symbols must be used on transcripts to note certain types of courses and other course and credit related information.

Subpart A. Academic forgiveness

The terms Academic Forgiveness, Fresh Start, and Academic Renewal, are used in college and university policies to describe previous credits and grades a student attempted that are

e. Career Technical Education (CTE) credit earned through an articulated college credit agreement will be placed on a astransfer credit after the student presents the required documentation of earned credits and is accepted into a program of study at the institution identified in the agreement.

Part 7. Suspensions and Expulsions

Subpart A. Academic suspension

A two-line notation must be placed on the transcript when a student is suspended for

reading "Bigible for Readmission 'Term, Year.'" The notation must not be removed when a student is reinstated; however, the second line must be revised to read "Reinstated by Petition 'Term, Year'", or "Reinstated 'Term, Year'" when reinstatement does not require a petition. The academic suspension notation in its entirety must be removed when a student completes the certificate, degree, or diploma being pursued at the time of the suspension.

Subpart B. Disciplinary suspension or expulsion

Suspensions or expulsions for disciplinary reasons must be noted on the transcript with a two-line message. For a suspension, the first line must read "Disciplinary Suspension" and the second line "Bigible for Reinstatement 'Term, Year.'" An expulsion must be noted by a first line reading "Disciplinary Expulsion" and the second line reading "Not Bigible for Reinstatement." The disciplinary suspension notation must be removed from the transcript following the date when the student becomes eligible for reinstatement, while the disciplinary expulsion notation is permanent.

Part 8. Standardization of Term-Year

Course terms must be designated with the name of the term fully spelled out as Fall, Summer or Spring, and a four

Part 5, replaced introduction paragraph in Part 6, replaced "articulation agreement" with "transfer agreement" in Part 6d, replaced "articulation agreement" with "articulated college credit agreement" in Part 6e, and darified Part 9, Subp. A. regarding nondigitized transcripts.

12/06/19 Added the definitions to Part 2 for consortium course, common market course, and exchange course; added credit for prior learning information to Part 5, and made technical edits and grammatical changes throughout the procedure.

4/21/2010 Reviewed, no changes

No additional HISTORY