

Transcript Notation Policy

Undergraduate Council authorizes the option of an expanded transcript notation to include a Concentration of Emphasis for undergraduate majors beginning spring 2016. The expanded notation will not be available on diplomas. Department faculty will work with their FECs, and the FEC will work with the Office of the University Registrar to determine if expanded notation is desired or appropriate for a particular major. As the Office of the University Registrar insists, consistency is necessary between the official catalogue and the transcript notation.

Here is an example of what will be possible, using one of the three tracks in the Music major and the approximate spacing in the left column of the official transcript.

JOHN Q. SMITH

UNDERGRADUATE ACADEMIC RECORD

DEGREE AWARDED: 13-JUN-16
BACHELOR OF ARTS
MAJOR(S): MUSIC
TRACK(S): MUSIC COMPOSITION

MINOR(S): GERMAN
ITALIAN

ADMITTED: FALL QUARTER 2012

The expanded line of notation will follow the line about the major near the top of the transcript. Each notation will be assigned a code in the Banner system, and that code will print a particular line, in this example, TRACK(S): MUSIC COMPOSITION. Because these codes have to be entered into the Banner system, there needs to be an effective date for implementation of that notation, just as there will need to be an effective date for any discontinuation of that notation, if and when a decision is made to discontinue a particular track. The Office of the University Registrar will assign and enter these codes.