

MICHIGAN STATE UNIVERSITY

February 7, 2006

To: June Youatt,
Assistant Provost for Undergraduate Education
and Dean of Undergraduate Studies

Fr: Linda O. Stanford,
Assistant Provost for Academic Services
and University Registrar

Re: Michigan State University Undergraduate Diploma Text

In response to your request for information regarding the listing of additional majors on the MSU transcript, the Office of the Registrar provides the following information. Given the close relationship between the diploma and the transcript, the description of undergraduate transcript text is also included here.

1. *The American Association of Collegiate Registrars and Admissions Officers (AACRAO) Academic Record and Transcript Guide (2003).*



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The AACRAO guide is the resource Michigan State University, other AAU and CIC institutions, and most accredited higher-education institutions in the United States use for professional guidance.

The AACRAO guide lists information that is essential, recommended, optional, or not recommended for inclusion on diplomas and transcripts.

The AACRAO guide indicates that majors should appear on transcripts but not on diplomas. The diploma is intended to document the overall academic achievement as represented by a degree. However, Michigan State's long-standing practice goes beyond the listing of the degree type (ex: B.A., B.S.) on the diploma.

- MSU includes the primary major and its college on the diploma.
- MSU includes the primary major and all additional majors and their colleges on the transcript.

2. MSU Practices Regarding Diploma Text and Items Posted to the Transcript.

These are the data elements included on undergraduate diplomas and transcripts.

Undergraduate Diploma:

- Student's Name
- College
- Type of Degree (ex: B.A., B.S.)
- Major
- Effective Date of Degree
- If appropriate:
 - With Honor or With High Honor
 - Honors College
 - Academic Scholar

Undergraduate Transcript:

- Student's Name
- College
- Type of Degree (ex: B.A., B.S.)
 - Major
 - Effective Date of Degree
- If appropriate:
 - Additional major completed
 - Effective Date
 - Name of additional major
 - College of additional major
 - Specialization
 - Effective Date
 - Name of specialization
 - Teacher Certification Recommended to the State of Michigan, Department of Education
 - Majors
 - Minors
 - With Honor or High Honor
 - Honors College
 - Academic Scholar completed
 - Effective Date

3. Diploma Citation Showing Primary Major.

The diploma reads, "Michigan State University upon the nomination of the faculty of the Name of the College has conferred upon Name of Student the degree of Bachelor of Science, Arts, etc. with a major in _____".

4. Characteristics of Additional Majors:

- An additional major does not require any minimum number of credits.
- Meeting college requirements is not mandatory for additional majors.
- There is no diploma for individuals who return to the University, post graduation, to complete the requirements of an additional major.
 - For example, a student who graduates in spring receives a diploma with the primary major listed. S/he returns in fall and completes the requirements for an additional major. There is no diploma because there is no fulfillment of college requirements and, more importantly, there is no degree earned.

Policy from *Academic Programs*:

ADDITIONAL MAJOR

With the permission of the relevant department and college, a student who is enrolled in a bachelor's degree program may elect to complete the requirements for an additional major. An additional major may be completed within the number of credits required for the student's bachelor's degree program or with only such additional credits necessary to satisfy the requirements for the additional major. The additional major consists of the specified requirements of the major and, where required, of the college. A student who is interested in completing an additional major should contact the department that administers the intended additional major. The department completes a **REQUEST FOR PERMISSION TO COMPLETE AN ADDITIONAL MAJOR** form. The completion of the additional major will be noted on the student's final transcript. Only the primary major of the student's bachelor's degree program will be designated on the student's diploma.

If you have additional questions, please let me know.

C: Kelley, McKenna