

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES**

**Agenda Item Summary Sheet**

**Committee:** Academic and Student Affairs

**Date of Meeting:** March 17, 2010

**Agenda Item:** Proposed Amendment to Board Policy 3.29, College and University Transcripts

Proposed  
Policy Change

Approvals  
Required by  
Policy

Other  
Approvals

Monitoring

Information

**Cite policy requirement, or explain why item is on the Board agenda:**

Amendments to Board policy require approval of the Board (first reading).

**Scheduled Presenter(s):**

Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs

Mike López, Associate Vice Chancellor for Student Affairs

**Outline of Key Points/Policy Issues:**

The proposed amendment designates the eTranscript within the Integrated Statewide Record System (ISRS) as an official transcript for students transferring within the system.

**Background Information:**

The eTranscript was developed as a way of streamlining the transfer process for students transferring within the system. With the eTranscript a student does not have to request that a transcript be sent from the original college or university; the transfer of information is done automatically. Moreover, the student does not have to pay a fee to have a transcript sent. Because this is a new technology, questions about its status as an “official” transcript have been raised. The amendment is intended to resolve any issues about the status of the eTranscript.

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

*First Reading*

**BOARD ACTION**

PROPOSED AMENDMENT TO BOARD POLICY 3.29,  
COLLEGE AND UNIVERSITY TRANSCRIPTS

1 The Office of the Chancellor is submitting a proposed amendment to Board Policy 3.29, College  
2 and University Transcripts.

3  
4 **BACKGROUND**

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6 The eTranscript was fully deployed within Minnesota State Colleges and Universities during fall  
7 semester of 2009. Students, as well as staff in Admissions and Registrars offices, have  
8 welcomed this new technology. However, because this new technology lacks the usual  
9 indicators of “official” transcripts, such as an embossed seal, the proposed amendment is  
10 intended to settle any questions about the official nature of the eTranscript.

11  
12 **CONSULTATION**

13  
14 Consultation for the policy and procedure is planned or has occurred as follows:

- 15 • Reviewed by combined Single Registration and Single Application Subject Matter Expert  
16 Working Groups of Students First- January 12, 2010
- 17 • Reviewed by Academic and Student Affairs Policy Council – January 21, 2010
- 18 • Reviewed at Academic and Student Affairs Leadership Council – March 2, 2010
- 19 • Mailed out for review and comment – February 26, 2010
- 20 • Reviewed at Minnesota State College Faculty (MSCF) Meet and Confer – February 25, 2010
- 21 • Reviewed at Inter Faculty Organization(IFO) Meet and Confer- February 5, 2010
- 22 • Reviewed at Minnesota State University Association of Administrative and Service Faculty  
23 (MSUAASF) Meet and Confer- February 12, 2010

24 **RECOMMENDED COMMITTEE ACTION**

25 The Academic and Student Affairs Policy Committee recommends that the Board of Trustees  
26 adopt the following motion:

27  
28 **RECOMMENDED MOTION**

29 The Board of Trustees approves the proposed amendment to Board Policy 3.29, College and  
30 University Transcripts.

31  
32 *Presented to the Board: March 17, 2010*

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

*First Reading*

<b>Board Policy</b>	<b>3.29</b>
Chapter 3. Educational Policies	
Section 29. College and University Transcripts	

- 1   **3.29 COLLEGE AND UNIVERSITY TRANSCRIPTS.**
- 2
- 3   **Part 1. Uniform Paper Transcript.** In furtherance of a common system identification, Minnesota State
- 4   Colleges and Universities shall use a uniform format for their official paper transcripts.
- 5
- 6   **Part 2. Paper Transcript Format.** The Chancellor shall establish a procedure for a uniform paper
- 7   transcript format for Minnesota State Colleges and Universities.
- 8
- 9   **Part 3. Electronic Transcript (eTranscript).** In lieu of an official paper transcript, system colleges and
- 10 universities shall use the eTranscript within the Integrated Statewide Record System to document
- 11 previous academic work completed by students transferring between system colleges and universities.
- 12 The Chancellor shall establish a procedure to guide the implementation and use of the eTranscript.

*Date of Implementation: 7/1/05*

*Date of Adoption: 1/20/05*

**POLICY CONTENT FORMAT:**

Single underlining represents proposed new language.

~~Strikeouts~~ represent existing policy language proposed to be eliminated.

Words not underlined represent existing policy language that is proposed to remain in policy.