



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Academic and Student Affairs

DATE: January 24, 2024

TITLE: Proposed Amendment to Board Policy 3.29 College and University Transcripts (First Reading)

Action

Review and Discussion

This item is required by policy

PRESENTERS

Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs

PURPOSE

Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6. Board Policies and System Procedures requires board review and approval of proposed changes to a board policy and that board policies are reviewed at least once every five years.

BACKGROUND INFORMATION

The proposed amendment consists of removing two references to “paper” transcripts in Parts 1 and 2.

RECOMMENDED COMMITTEE MOTION (FIRST READING DRAFT)

The Academic and Student Affairs Committee recommends that the Board of Trustees approve the proposed changes made to Policy 3.29.

Date Presented to the ASA Committee: 1/24/24

Date Presented to the Board of Trustees: First reading - no action taken.

Date of Implementation: TBD

PROPOSED CHANGES (FIRST READING DRAFT)

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be removed.

1 3.29 College and University Transcripts

2

3 Part 1. Uniform ~~Paper~~Official Transcript (Paper or Electronic)

4 In furtherance of a common system identification, Minnesota State colleges and universities
5 shall use ~~a~~-uniform formats for their official ~~paper~~-transcripts.

6

7 Part 2. ~~Paper~~ Transcript Format

8 The chancellor shall establish a procedure for ~~a~~-uniform ~~paper~~-transcript formats for Minnesota
9 State Colleges and Universities.

10

11 Part 3. Electronic Transcript (eTranscript)

12 Colleges and universities shall use the eTranscript within the student information system to
13 document previous academic work completed by students transferring between Minnesota
14 State colleges and universities.

Related Documents:

- [System Procedure 3.29.1](#) College and University Transcripts

Policy History:

Date of Adoption: 01/20/05

Date of Implementation: 07/01/05

Date of Last Review: 03/17/21

Date & Subject of Amendments:

xx/xx/24 – Full review, deleted “paper” from the headings and text in Parts 1 and 2.

3/17/21 - Replaced "Integrated Statewide Record System" with "student information system" and made several technical edits.

03/16/16 - Editorial and formatting changes made, deleted unnecessary language authorizing the chancellor to create a procedure.

04/21/10 - Part 3 added to designate the eTranscript within the Integrated Statewide Record System (ISRS) as an official transcript for students transferring within the system.

Additional [HISTORY](#)