

Request for Comment/Remark on
K-State Student Academic Transcript

Office of the Registrar

The purpose of transcript remarks is to communicate degree related information and selective university-based academic achievements and honors. An established process exists for adding transcript remarks that must be recommended by the Academic Department and College Dean’s Office and approved by the Office of the Registrar. Please refer to the 2nd page for descriptions on the Transcript Remark Types.

Requestor Information:

Academic Department/Unit: _____

Department/Unit Head Name: _____ Email: _____

Choose the Transcript Type:

- Degree-Related Remarks**
- Scholar and Scholarship Program Designations** Not for National or K-State Student Honor Societies
- Program Remarks** Please Provide program links or course details in justification below
- Accreditation Specific** Must provide links and details showing requirement of accrediting body to have on transcript
- Other:**

If Degree-Related List ALL Plan/Sub-Plan codes below:

Plan	Sub-Plan	Plan	Sub-Plan
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proposed Comment/Remark: _____

Depending on the Comment and Location there may be character limits – aim for no more than 45-150 characters

Effective Term: _____

Justification for Comment/Remark:

Department/Unit Head Signature: _____ Date: _____

Dean’s Office Review: _____

Associate/Assistant Dean Name: _____
(printed)

Associate/Assistant Dean Signature: _____ **Date:** _____

Office of the Registrar

Transcript Remark Type(s):

Degree-Related Remarks (specific to the conferral of a degree)

Transcript remarks are limited to the approved courses of study such as majors (plans and sub-plans) and certificates, and university-wide academic distinctions and honors. Accreditation statements are not commonly listed unless tied directly to licensure requirements and the program must prove the licensing entity requires the statement be listed on the academic transcript – otherwise all program specific accreditations are referenced on a link via the transcript legend on the back of the official transcript (*the most common statements are NCATE/CAPE for students to obtain education licensure and are required by state law or D.O.E. requirements*)

Advancement to Candidacy (graduate students only)

Scholastic Honors:

- Graduation/Latin Honors
- Semester Honors

Education Accreditation Statements for licensure only

Scholar and Scholarship Program Designations

Transcript remarks are limited to selective, university-wide scholar and scholarship programs. This is not for documentation participation in a National or K-State Honor Society or Registered Student Organizations.

University Honors Program

Program Remarks (connected to a specific program or series of courses but no degree/credential exists triggering the remark)

Study/Education Abroad Experience

Student Fellow in the Center for Risk Management Education and Research

Undergraduate Research Experience (typically tied to a course registration)

Professional Advantage in Business Administration program

Accreditation Specific

Not tied to the conferral of a degree but instead a series of courses or tracks that lead to licensure but are not conferred as a credential on the academic transcript.

Education Accreditation Statements for licensure only

Cybersecurity Statements for NSA connected programs only