

# The University of North Carolina at Chapel Hill

**UNIVERSITY REGISTRAR'S  
POLICY MEMO NO. 28**

**Effective Date  
October 2018**

## REMARKS ON STUDENT ACADEMIC TRANSCRIPTS

### PURPOSE

This memorandum lists the approved UNC-CH Remarks on Student Academic Transcripts, and outlines the policies and procedures that academic units should follow to obtain approval of remarks that recognize special achievement in academic and University-related activities.

1. GENERAL PROVISIONS. Remarks in use prior to February 2003 were reviewed and approved by the Education Policy Committee and the Graduate School for granting graduate certificate notations. All remarks that are approved from February 2003 forward require individual units to propose new transcript remarks using the following procedures. A master list of all approved remarks is maintained by the University Registrar.

The procedures and instructions shown below do not apply to programs that seek to establish academic remarks as part of the process for establishing official certificate programs.

Certificate programs are intended for matriculated, degree-seeking students in graduate programs or in one of the professional schools for undergraduate students, or for non-degree-seeking students at UNC-Chapel Hill whose objective is the development of specialization in the field of the certificate program.

The Graduate School and Office of the Provost already require approval for all certificate programs, including any associated academic remarks, thus further approval of the remark would be redundant. Programs should use the following guidelines to plan and obtain approval for certificate programs, including associated academic achievement remarks: "Guidelines for Certificate Programs" found at:

<http://gradschool.unc.edu/policies/faculty-staff/program-development/certificates.html>

Additional information for planning and proposing certificate programs can also be found on the Graduate School's website:

<http://gradschool.unc.edu/policies/certificates.html>

2. APPROVAL PROCEDURES. Individual units may propose new transcript remarks subject to the following stipulations:

- A. The remark must communicate degree related information or recognize selective university-based academic achievements and honors. See below for criteria, established by the EPC to guide the University community concerning what remarks are appropriate for transcript remarks. Negative remarks are not permitted.
- B. The remark may not exceed 45 characters in length.
- C. The word “distinction” may be used only to recognize academic achievement. For other activities, words such as “recognition” or “excellence in...” should be used.

3. INSTRUCTIONS AND PROCESSES FOR PROPOSING A NEW REMARK:

- A. Complete the attached Remarks on Transcript Form.
- B. Send a copy to the Provost’s office for approval.
- C. The Provost’s Office will forward to EPC for approval.
- D. The EPC will forward the form to the University Registrar’s Office.
- E. The Registrar’s Office confirms the effective date and informs all parties when the remark is available.

3 Attachments:

1 - [Transcript remark criteria](https://registrar.unc.edu/files/2015/02/UPM28_Transcript-Remark-Criteria.pdf)  
([https://registrar.unc.edu/files/2015/02/UPM28\\_Transcript-Remark-Criteria.pdf](https://registrar.unc.edu/files/2015/02/UPM28_Transcript-Remark-Criteria.pdf))

2 - [Remarks on Transcript Form](https://registrar.unc.edu/files/2015/02/UPM28-Remarks-on-Transcript-Form.pdf)  
(<https://registrar.unc.edu/files/2015/02/UPM28-Remarks-on-Transcript-Form.pdf> )

3 - [Master list of approved Remarks on Student Academic Transcripts maintained by the University Registrar’s Office.](https://registrar.unc.edu/files/2015/02/UPM28-Remarks-Noted-on-Student-Academic-Transcripts.pdf)  
(<https://registrar.unc.edu/files/2015/02/UPM28-Remarks-Noted-on-Student-Academic-Transcripts.pdf> )

## UNC Transcript Remark Criteria#

The purpose of transcript remarks is to communicate degree related information and selective university-based academic achievements and honors. An established process (UPM-28) exists for adding transcript remarks that must be recommended by the Provost and approved by the Educational Policy Committee. The following criteria have been established to guide the University community concerning what is appropriate.

### **Degree-related Remarks (Remarks Related to Conferral of Degrees)**

Transcript remarks are limited to approved courses of study (majors, minors, concentrations), certificates, and university-wide academic distinctions and honors.

- Degree related remarks include:#
  - Major
  - Minor
  - Concentrations (unless they are included in degree plan)
  - Advancement to Candidacy (for graduate programs only)
  - University-approved Certificates (graduate school has existing policy for approving certificate programs)
  - Dean's List
  - Degrees with Distinction or Highest Distinction
  - Degrees with Honors or Highest Honors

### **Scholar and Scholarship Program Designations**

Transcript remarks are limited to selective, university-wide scholarship programs.

- Examples include:
  - Buckley Service Scholar
  - Carolina Research Scholar
  - McNair Scholar
  - Morehead-Cain Scholar (formerly John Motley Morehead Scholarship)
  - Honors program student in good standing
  - Pro Bono Program

### **Honor Society Membership**

Transcript remarks are limited to selective, university-wide honor societies.

- Examples include:
  - Golden Key National Honor Society
  - Phi Beta Kappa
  - Phi Kappa Phi

### **Disciplinary Actions**

Students with disciplinary actions or pending honor code violations will have a transcript remark.

- Examples include:
  - Honor Court Case Pending
  - Disciplinary Probation
  - Disciplinary Suspension
  - Permanent Suspension
  - Expulsion

### **Temporary Remarks**

- Temporary transcript remarks may be included at the Registrar's discretion for a limited time period in consultation with the EPC as needed.

### **Historical Remarks**

- The Registrar has the authority to include remarks that were in place at the time a student completed a degree and subsequently seeks a transcript.

*Approved by EPC, April 10, 2014.*

**Letterhead from Initiating Unit Head (Department, Curriulum)**

**MEMORANDUM**

**TO:** *Provost Office  
(Routed to Educational Policy Committee for Approval)*

**FROM:** *Initiating Unit Head (Department, Curriculum)*

**SUBJECT:** *Proposed Remark on Student Academic Transcripts (45 characters maximum)*

**DATE:**

**RE:** **Instructions for Submitting Request, Registrar Policy Memorandum No. 28, Remarks on Student Academic Transcripts**

*Written Justification*

Proposed Effective Date: \_\_\_\_\_

Signature of Unit Head: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Educational Policy Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Received by University Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office confirmed effective date with initiating unit: \_\_\_\_\_

dcr/5-23-07

<b>Remarks Noted on Student Academic Transcripts (10-23-18)</b>	<b>Effective Date of Approval</b>	<b>Department</b>	<b>Contact</b>
Advanced to Candidacy for Doctorate	Prior to 2/03	Graduate School	Stephanie Schmitt
APA-Accredited Predoctoral Internship Completed	5/1/12	Graduate School	Donald Lysle, Psychology
Buckley Public Service Scholar	Prior to 2/03	Carolina Center for Public Service	Lynn Blanchard
Candidate in Education	Prior to 2/03	School of Education	Anne Bryan
Carolina Research Scholar	12/16/08	Office of Undergrad Research	Krista Perreira
Certificate in Business Journalism (also CERT)	Prior to 2/03	Graduate School	Stephanie Schmitt
Certificate in Developmental Disabilities	8/1/13	Graduate School	Stephanie Schmitt
Certificate in Digital Communication (also CERT)	8/21/18	Graduate School	Stephanie Schmitt
Certificate in Global Health (also CERT)	Prior to 2/03	Graduate School	Stephanie Schmitt
Certificate in Latino Media and Journalism Studies	8/1/13	Graduate School	Stephanie Schmitt
Certificate in Sports Communication (also CERT)	Prior to 2/03	Graduate School	Stephanie Schmitt
Certificate in Technology and Communication (also CERT)	Prior to 2/03; Phased out effective 8/21/18	Graduate School	Stephanie Schmitt
Certificate Program in Survey Methodology (also CERT)	Prior to 2/03	Graduate School	Stephanie Schmitt
Class of 1938 Fellowship for Summer Study Abroad	Prior to 2/03; Phased out effective June 30, 2016	International Student and Scholar Services	Elizabeth Barnum
Commendation for Undergraduate Research in Biology	Prior to 2/03; Phased out effective June 30, 2016	Biology Department	Victoria Bautch
Completed Freshman Honors Program [replaced Aug. 14, 2008]	Prior to 2/03 - 8/08	Honors Program	James Leloudis
Completed Junior Honors Program [replaced Aug. 14, 2008]	Prior to 2/03 - 8/08	Honors Program	James Leloudis
Completed Sophomore Honors Program [replaced Aug. 14, 2008]	Prior to 2/03 - 8/08	Honors Program	James Leloudis
Delta Phi Alpha National German Honor Society	Prior to 2/03; Phased out effective June 30, 2016	Germanic Languages	Clayton Koelb (Chair of German Dept)
Developmental Biology Training Program Certificate	Prior to 2/03	Center for Genome Sciences	Vicki Bautch
F. J. LeClair Award	4/25/07; Phased out effective June 30, 2016	Ed Policy Committee (Biology)	Victoria Bautch
Gamma Kappa Alpha	Prior to 2/03; Phased out effective June 30, 2016	Romance Languages	Federico Luisetti
Global Engagement Scholar	2/1/17	Center for Global Initiatives	Niklaus Steiner
Golden Key National Honor Society	Prior to 2/03	Student Union	O. Ray Angle
Graduate Certificate in Aging	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in Bioinformatics and Computational Biology	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in Biomedical Big Data to Knowledge	2/8/17	Graduate School	Stephanie Schmitt

Graduate Certificate in Biomedical Translational Research	2/10/06	Graduate School	Stephanie Schmitt
Graduate Certificate in Business Fundamentals	3/17/17	Graduate School	Stephanie Schmitt
Graduate Certificate in Clinical Information Science	4/16/10	Graduate School	Stephanie Schmitt
Graduate Certificate in College Science Teaching	1/10/18	Graduate School	Stephanie Schmitt
Graduate Certificate in Cultural Studies	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in Developmental Psychology	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in Digital Humanities	August 2013	Graduate School	Stephanie Schmitt
Graduate Certificate in General Entrepreneurship	11/3/06	Graduate School	Stephanie Schmitt
Graduate Certificate in Geographic Information Science	11/3/06	Graduate School	Stephanie Schmitt
Graduate Certificate in Global Transmigration	2/1/12	Graduate School	Stephanie Schmitt
Graduate Certificate in Health Communications	11/3/06	Graduate School	Stephanie Schmitt
Graduate Certificate in Health Outcomes and Quality of Care	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in International Development	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in International Peace and Conflict Resolution	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in Languages Across the Curriculum	3/29/07	Graduate School	Stephanie Schmitt
Graduate Certificate in Latin American Studies	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in Medical Devices	2/12/08	Graduate School	Stephanie Schmitt
Graduate Certificate in Middle East Studies	April 2010	Graduate School	Stephanie Schmitt
Graduate Certificate in Nanomedicine	2/12/07	Graduate School	Stephanie Schmitt
Graduate Certificate in Natural Hazards Rsilience	6/10/15	Graduate School	Stephanie Schmitt
Graduate Certificate in Nonprofit Leadership	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in Postsecondary Teaching	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in Participatory Research	January 2013	Graduate School	Stephanie Schmitt
Graduate Certificate in Public Health Ethics	11/13/06	Graduate School	Stephanie Schmitt
Graduate Certificate in Public Health Informatics	October 2011	Graduate School	Stephanie Schmitt
Graduate Certificate in Qualitative Studies	August 2013	Graduate School	Stephanie Schmitt
Graduate Certificate in Russian and East European Studies	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate in Translational Medicine	8/ 3/06	Graduate School	Stephanie Schmitt
Graduate Certificate of Specialization in Bioinformatics	Prior to 2/03	Graduate School	Stephanie Schmitt
Graduate Certificate Program in Substance Abuse Studies	Prior to 2/03	Graduate School	Stephanie Schmitt
H. V. P. Wilson	4/25/07; Phased out effective June 30, 2016	Ed Policy Committee (Biology)	Victoria Bautch
Honor Court Case Pending: Possible Honor Code Violation	Prior to 2/03	Dean of Students	Jonathan Sauls
Honors Carolina Laureate	4/1/16	Honors Program	James Leloudis
Honors in Creative Writing	7/1/11	Honors Program	James Leloudis
Honors Program Student in Good Standing [year precedes remark]	8/14/08	Honors Program	James Leloudis
I. R. Hagadorn Award	4/25/07; Phased out effective June 30, 2016	Ed Policy Committee (Biology)	Victoria Bautch
Industrial Hygiene	Prior to 2/03;	School of Public Health	Barbara Rinner =

	Phased out effective June 30, 2016		Dean of School of Public Health
Interdisciplinary Certificate in Health Disparities (also GA approved certificate)	Prior to 2/03	School of Public Health	Dr. Anissa Vines
J. N. Couch Award	4/25/07; Phased out effective June 30, 2016	Ed Policy Committee (Biology)	Victoria Bautch
John Motley Morehead Scholar	Prior to 2/03	Morehead Foundation	Sarah Blaine
Joint Graduate Certificate in Medical Devices	8/25/08	Graduate School	Stephanie Schmitt
Leave of Absence: Master's of Public Health	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman
Leave of Absence: Master's of Business Administration	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman
Leave of Absence: Doctor of Philosophy	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman
Leave of Absence: Doctor of Jurisprudence	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman
Leave of Absence: Graduate Study	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman
Leave of Absence: Master's	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman



Leave of Absence: Research	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman
Leave of Absence: Personal	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman
Leave of Absence: Medical	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman
Leave of Absence: Administrative	8/30/2018 (previous approval for SOM transcript based on AAMC criteria)	School of Medicine	Elizabeth Steadman
NC Cert Reqs Not Complete at Time UG Deg Conf	Prior to 2/03	School of Education	Anne Bryan
Omicron Delta Epsilon Honor Society in Economics	Prior to 2/03; Phased out effective June 30, 2016	Economics	Chair = Patrick Conway
Phi Beta Kappa	Prior to 2/03	Registrar's Office	Joan Roberts-Coleman
Pi Mu Epsilon	Prior to 2/03; Phased out effective June 30, 2016	Mathematics	Math Dept Chair = Richard McLaughlin
Pi Sigma Alpha	Prior to 2/03; Phased out effective June 30, 2016	Political Science	Evelyne Huber = Chair
Post-Baccalaureate Certificate in Classics	Prior to 2/03	Graduate School	Stephanie Schmitt
Pro Bono Program: 100+ Hours of Service [year precedes remark]	Prior to 2/03	School of Law	Sylvia Novinsky
Pro Bono Program: 50+ Hours of Service [year precedes remark]	Prior to 2/03	School of Law	Sylvia Novinsky
Pro Bono Program: 75+ Hours of Service [year precedes remark]	Prior to 2/03	School of Law	Sylvia Novinsky
Psi Chi	Prior to 2/03; Phased out effective June 30, 2016	Psychology	Psych Dept chair = Donald Lysle Other contact person = Dr. David Penn

R. E. Coker Award	4/25/07; Phased out effective June 30, 2016	Ed Policy Committee (Biology)	Victoria Bautch
Robertson Scholar [position after term standing]	5/1/09	Robertson Scholars	Beth Owen / Allen Chan
Robertson Scholars [Major/Minor certificates as requested]	10/31/08	Robertson Scholars	Beth Owen / Allen Chan
Ronald E. McNair Scholar	10/1/09	Office of Trio/McNair Scholars Programs	Greta Oliver
Sigma Theta Tau Nursing Honor Society	Prior to 2/03; Phased out	School of Nursing	Dean of Nursing = Donna Havens

	effective June 30, 2016		
Special Recognition in Public Service	Prior to 2/03	Carolina Center for Public Service	Lynn Blanchard
Robertson Scholars remark: Certificate in Film/Video/Digital, Duke Univ. (awarded May 2008)		Robertson Scholars	