

**Procedure for Notation of a Transcript Specialization**  
(9 credit hours required)

1. Submit a request to the professional college dean to create a specialization in <specialization name> on a student's transcript.
  - a. Graduate College Programs: Request sent to the Graduate College dean.
2. Attach the curriculum and include a list of courses and credit hours required to grant the specialization.
3. The dean signs the request and will route to the college Curriculum Review Committee (CRC).
  - a. Graduate College Programs: Graduate dean route to Graduate Curriculum Review and Graduate Council for approval
4. Notification of the transcript specialization approval should be sent to the Academic Program Counsel (APC).
5. After APC notification, Admissions and Records will assign a sub-plan code to the specialization notation.
6. Final Notation on Transcript:
  - a. Professional Programs:
    1. At the time the student's degree is certified, the professional program should notify Admissions and Records to note the specialization on the student's transcript.
  - b. Graduate College Programs:
    1. Once the date of the student's defense semester is determined, the department should send a memo to the Graduate College asking that an audit be performed to assess completion of the specialization requirements.
    2. The Graduate College will notify Admissions and Records to place a specialization notation on the student's transcript at the time the degree is certified.