General Education Transcript Addendum

About the General Education Transcript Addendum

To promote student mobility and degree completion, campuses shall provide information about the SUNY General Education Requirement and a General Education Transcript Addendum (GETA) for any student transferring to another SUNY campus.

A receiving campus shall accept the transcript and GETA as certification of the completion (in full or part) of SUNY GE (MTP Vol. 10, No.1; II.D.iv.). Campuses continue to be responsible for developing tools and mechanisms for producing a GETA under the new General Education Framework. The GETA shall be revised to allow for documentation of completion of both the SUNY GER and the SUNY GE frameworks and shall provide for documentation of the completion of the core competencies as well. In some cases, there may also be a need to document the achievement of specific learning outcomes.

Campuses supported by the SICAS Center may utilize the GETA applications and capabilities provided by SICAS. The SICAS applications and output conform to SUNY's content requirements for the GETA.

GETA format guidelines are designed to create a framework that can be replicated in various systems, while not prescribing specific style requirements. Whereas the GETA format should be reasonably uniform, there is an understanding that not all systems and tools permit the same type of formatting, and output may differ.

If a campus has any questions about the appropriateness of their output or approach, they should feel free to send their example documents to studentmobility@suny.edu for review and assistance. In general, if you use the existing GETA conventions used on your campus, your 2023 GETA will be appropriate, even if they vary slightly from the examples provided.

What information must be included in the header content of the new GETA?

The GETA must include the following content in the header or top portion of the document.

- Source college name and address.
- Date printed or issued.
- The uniform title, "SUNY General Education Transcript Addendum"
- Student name and ID ("Record Of") as permitted by campus policy and FERPA.
- Name of the receiver ("Issued To") with mailing address or electronic address
- The general education requirement catalog year or term only if it is not included in the requirement display.

> **Note**: While current transcript functionality continues to allow for the inclusion of the Social Security Number, it is NOT REQUIRED on the GETA. Campuses should adhere to local campus policies and current NYS and SUNY policies and regulations regarding the use of student identifiers, including the SSN.

SUNY College
1234 College Avenue
Collegetown, NY 10000

Issued: 15-DEC-2023

SUNY GENERAL EDUCATION
TRANSCRIPT ADDENDUM

RECORD OF:
Jane A. Student
SSN: 0000
Student ID: 0000000

ISSUED TO:
John Administrator
PO Box 000
New York, NY 10001

For clarity, the following text is strongly recommended for inclusion. Ideally, this should be placed below the header and student identification.

> *"This Transcript Addendum reflects SUNY General Education Requirements that have been met. This addendum is official only if accompanied by an official transcript in a sealed envelope or if it contains the signature of the Registrar and/or College Seal."*

Should the GETA include a requirement row where a requirement is NOT fulfilled?

All general education requirements applicable to the student should be listed on the GETA with a Yes/No or Met/Unmet indicator. This helps students and receiving campuses easily determine outstanding requirements.

Example:

	ANT 102 Cultural Anthropology	Spri
NO	The Arts	
YES	US History and Civic Engagement	
	ECO 105 Political Economy and Social Thought	Spri
YES	World History and Global Awareness	
	ANT 102 Cultural Anthropology	Spri
YES	World Languages	

What data elements are required on the GETA?

A columnar display of requirements is used on the GETA for uniformity and clarity. We suggest you provide columns in the following order for ease of reading and interpretation.

Met: Met/Not Met Status ("Yes/No", "Y/N" or "Met/Not Met")

Category: The category name of the general education requirement.

Term: The requirement completion term or semester.

Grade: The earned grade in a course. For non-course fulfillment, this may be blank, or other indicators may be used (e.g., "TR" may indicate transfer credit).

Credits: Earned credit hours (where applicable).

Example:

MET	CATEGORY	TERM	GRADE	CREDITS

Are we required to group requirements by "Minimum of 7 of 10 Categories…", "Knowledge and Skill Areas" or "Core Competencies" on the GETA?

Campuses may optionally group general education requirements with explanatory headers for clarity where it is practical.

Example:

MET	CATEGORY	TERM	GRADE	CREDITS
	The following knowledge and skills areas are required for all undergraduate degree programs:			
YES	Oral Communication COM 210 Fundamentals of Public Speaking	Fall 2021	B	3.00

If grouping is not utilized to identify required courses and categories, campuses should indicate the category is required by including a comment in the description of the category.

| NO | 2. Communication: Oral (2023) (Required) |
| YES | 3. Diversity: Equity, Inclusion, and Social Justice (2023) (Required) * Waiver - SUNY Diversity (2023) |

Do we include the Core Competencies on the GETA?

Yes. The **Critical Thinking and Reasoning** and **Information Literacy** core competencies must be recorded on the GETA. Core competencies do not count toward the credit requirement for the General Education framework unless the course is approved as meeting a knowledge and skills area, and the course is applied to that area.

Are we required to use a specific numbering system on the GETA?

Campuses are not required to utilize a numbering schema when listing general education requirements; however, you are strongly encouraged to list requirements in the following order for ease of reading and interpretation.

1. Communication: Written   (Required)
2. Communication: Oral   (Required)
3. Diversity: Equity, Inclusion, and Social Justice   (Required)
4. Mathematics and Quantitative Reasoning   (Required)
5. Natural Sciences and Scientific Reasoning   (Required)
6. Humanities   (3 of 6 Required)
7. Social Sciences   (3 of 6 Required)
8. The Arts   (3 of 6 Required)
9. US History and Civic Engagement   (3 of 6 Required)
10. World History and Global Awareness   (3 of 6 Required)

11.	World Languages	(3 of 6 Required)
12.	Critical Thinking and Reasoning	(Required Core Competency)
13.	Information Literacy	(Required Core Competency)

Should the GETA be produced in portrait or landscape format?

Due to differences in printing and electronic generation capabilities, campuses may produce the GETA in either portrait or landscape orientation.

Can we require the completion of multiple courses to fulfill a requirement?

Per previous guidance, campuses may choose to require the completion of multiple courses to fulfill a general education requirement, however, they are urged to proceed cautiously. To facilitate student transfer, campuses are encouraged to implement a one-to-one relationship in which each knowledge and skills category (except for Communication) requires the completion of a single course.

If a campus determines a category must be met by the completion of multiple courses, the general education student learning outcomes associated with each required course should be identified on the GETA, and the amount of credit provided for each learning outcome should correspond to contact/credit hour requirements.

Can a course be used to fulfill multiple requirements?

Yes. Per the General Education policies, courses can be used to fulfill multiple categories, which may be reflected on the GETA. A course approved in multiple categories must contain sufficient content to address all of the learning outcomes for each category, and should have an assessment plan to evaluate student attainment of all of the learning outcomes for each of the multiple categories.

How do we display the Communication requirement on the GETA?

The **Communication** category may be met either by one course that meets all student learning outcomes for this category, or two courses for which one meets the Oral Communication student learning outcomes and the other meets the Written Communication student learning outcomes. Since most campuses utilize two courses to fulfill these requirements, it is suggested that campuses list separate entries for the Written and Oral requirements on their GETA.

- If two courses are required - and each course is designed foundationally as a communication course - full credits for each course may count toward the general education credit requirement. This is the only category in which this is the case. A distinct course will be listed for the Oral and Written requirements on the GETA.

- If a student completes both requirements with one course, the single course credits may only count once, but that course may be listed twice for the Oral and Written requirements.

Can we issue an electronic GETA?

Yes. Campuses are permitted and encouraged to issue an electronic GETA (PDF) to students and other campuses where they are producing electronic transcripts. Any GETA electronic process should conform to existing security and identification standards in place for transcripts.

SUNY GENERAL EDUCATION TRANSCRIPT ADDENDUM
REQUIREMENTS EFFECTIVE FALL 2023

RECORD OF:
Jane A. Student
000-00-0000
Matriculated: Fall 2021

ISSUED TO:
John Administrator
PO Box 000
New York, NY 10001

This Transcript Addendum reflects SUNY General Education Requirements that have been met. This addendum is official only if accompanied by an official transcript in a SEALED envelope or if it contains the Registrar's signature and/or College Seal and is received in a sealed envelope.

MET	CATEGORY	TERM	GRADE	CREDITS

The following knowledge and skills areas are required for all undergraduate degree programs:

MET	CATEGORY	TERM	GRADE	CREDITS
YES	Written Communication			
	CPN 100 Writing Studies I	Fall 2021	B	3.00
YES	Oral Communication			
	COM 210 Fundamentals of Public Speaking	Spring 2021	B+	3.00
YES	Diversity: Equity, Inclusion and Social Justice			
	AAS 120 Politics & Multiculturalism	Fall 2020	A-	3.00
YES	Mathematics and Quantitative Reasoning			
	MAT 1XX Mathematics Elective	Spring 2020	TR	3.00
	MAT 201 Statistical Methods	Spring 2021	B	3.00
YES	Natural Sciences and Scientific Reasoning			
	BIO 2XX Biology Elective	Spring 2020	TR	3.00
	GLY 261 Physical Geology	Fall 2021	A	3.00

A minimum of three of the following six knowledge and skills areas are required for AA, AS, and baccalaureate degree programs.

MET	CATEGORY	TERM	GRADE	CREDITS
YES	Humanities			
	PHI 100 Introduction to Philosophy	Fall 2021	C+	3.00
YES	Social Sciences			
	SOC 101 Introduction to Sociology	Fall 2020	B+	3.00
	ECO 105 Political Economy and Social Thought	Spring 2022	B	3.00
	ANT 102 Cultural Anthropology	Spring 2021	A-	3.00
NO	The Arts			
YES	US History and Civic Engagement			
	ECO 105 Political Economy and Social Thought	Spring 2022	B	3.00
YES	World History and Global Awareness			
	ANT 102 Cultural Anthropology	Spring 2021	A-	3.00
YES	World Languages			
	SPA 205 Intermediate Spanish	Spring 2020	TR	3.00

The following core competencies are required for all undergraduate degree programs.

MET	CATEGORY	TERM	GRADE	CREDITS
YES	Critical Thinking and Reasoning			
	CRT 1XX Critical Thinking and Resn Met	Fall 2022	M	3.00
YES	Information Literacy			
	TCH 201 Information Lit in Digital Age	Spring 2022	A	3.00

SUNY GENERAL EDUCATION
TRANSCRIPT ADDENDUM

RECORD OF: ISSUED TO:
Jane A. Student   John Administrator
SSN: 0000   PO Box 000
Student ID: 0000000   New York, NY 10001

This Transcript Addendum reflects SUNY General Education Requirements that have been met. This addendum is official only if accompanied by an official transcript in a sealed envelope or if it contains the signature of the Registrar and/or College Seal.

MET	CATEGORY	TERM	GRADE	CREDITS
NO	1. Communication: Written (2023) (Required)			
NO	2. Communication: Oral (2023) (Required)			
YES	3. Diversity: Equity, Inclusion, and Social Justice (2023) (Required) * Waiver - SUNY Diversity (2023)		1	
YES	4. Mathematics and Quantitative Reasoning (2023) (Required) * MAT 115 Mathematics for Gen Education	Fall 2023	B	3.00
YES	5. Natural Sciences and Scientific Reasoning (2023) (Required) * AP Biology		4	0.00
NO	6. Humanities (2023)			
YES	7. Social Sciences (2023) * SOC 110 Introduction to Sociology	Fall 2023	C	3.00
NO	8. The Arts (2023)			
NO	9. US History and Civic Engagement (2023)			
YES	10. World History and Global Awareness (2023) * HIS 116 World History I (WE)	Fall 2023	A	3.00
YES	11. World Languages (2023) * Waiver - SUNY Wrld Lang (2023)		1	
YES	12. Critical Thinking and Reasoning (2024) (Required) * MAT 115 Mathematics for Gen Education	Fall 2023	B	3.00
NO	13. Information Literacy (2024) (Required)			