



Policy Name:	Academic Diplomas Policy and Procedures Memorandum
Policy Number:	1.100
Effective Date:	June 1, 2007
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Functional Area:	Academic Affairs

Academic Diplomas Policy and Procedures Memorandum

Northwest Louisiana Technical Community College (NLTC) issues diplomas (document received) to students who have completed the general and program-specific requirements for Board-of-Regents approved, two-year Associate of Applied Science (AAS) degree programs (award posted to the transcript). Technical Diplomas (TD) are issued to students who have completed the technical program specific requirements for Board-of-Regents approved programs. Certificates of Technical Studies (CTS) are issued to students who have completed the general and program-specific requirements for Board-of-Regents-approved, one year Certificate programs. These requirements are contained in the curriculum in effect when the student enrolls, changes majors, or graduates.

No other document/award issued by any unit of the College will be identified as a "diploma" or a "certificate." Awards and acknowledgements of completion of other credit course work, such as Career and Technical Certificate (CTC) validation; non-credit course work, or programs offered in cooperation with other agencies will be issued in accordance with this memorandum.

PURPOSE

To define the types of awards to be issued to students upon completion of the various academic programs offered by Northwest Louisiana Technical Community College (NLTC).

SCOPE AND APPLICABILITY

This policy and procedures memorandum applies to all campuses and organizational units of Northwest Louisiana Technical Community College.

100.4 TYPE OF AWARDS

100.4.1 Diplomas and Certificates for Programs Approved by the Board of Regents

Diplomas will be issued to students who have completed the Associate of Applied Science (AAS) Degree and Technical Diploma programs. Certificates will be issued to students who have completed the Certificate of Technical Studies (CTS) programs. No other document issued by a unit of the College shall be identified as a "diploma" or a "certificate."

100.4.1.1 Diplomas and Certificates will be signed by the Campus Administrator and will be printed with the signatures of the Chancellor, the President of the System, and Chairman of the Board of Supervisors.

100.4.1.2 Diplomas and certificates will be presented during commencement exercises.

100.4.1.3 The Registrar and/or Student Affairs Office shall be responsible for verifying students' completion of program requirements and will maintain the official records of all diplomas and certificates awarded for the campus.

100.4.2 Acknowledgements of Completion

Acknowledgements of completion will be issued to students who have completed College-approved programs that have not been sanctioned by the Board of Regents.

100.4.2.1 Acknowledgements Based on NLTCC Credit Course Work

Any acknowledgement of the completion of a credit course or group of courses constituting mastery of a Career and Technical Certificate (CTC) will be verified by the Registrar and/or campus Student Affairs Office before the acknowledgement is issued.

These acknowledgements of completion will be signed by the Campus Administrator and will be printed with the signature Of the Chancellor. Appropriate documentation of program completion will be maintained in the student's permanent academic record. These students may apply for and participate in graduation ceremonies.

100.4.2.2 Acknowledgements of Completion of Programs Offered in Cooperation with Other Agencies

Acknowledgements of the completion of programs offered in cooperation with external agencies will clearly indicate the name of both the outside agency and Northwest Louisiana Technical Community College; the number of semester hours of credit course work, and the number of clock hours of noncredit instruction included in the program if needed. Titles of the programs will be descriptive and will not be the same as Board of Regents' approved degree, diploma, or certificate programs.

These acknowledgements of completion will be signed by the Instructor and the Campus Administrator. The Student Affairs Office will be provided with a list of students who have completed programs, and verification that each student has completed the requirements for the program.

100.4.2.3 Acknowledgements Based on Non-credit Course Work

Acknowledgements of completion of non-credit courses and programs will clearly indicate the clock hours of participation, and the number of Continuing Education Units (CEUs) awarded, if applicable. Titles of the programs will be descriptive and will not be the same as Board of Regents' approved degree, diploma, or certificate programs. These acknowledgements of completion will be signed by the Instructor and the Campus Administrator. The Student Affairs Office will be provided with a list of students who have completed programs each semester and verification that each student has completed the requirements for the program. These students may not apply for nor participate in graduation ceremonies.

100.5 FORMAT FOR DIPLOMAS, CERTIFICATES AND CAREER AND TECHNICAL CERTIFICATES (CTC) ACKNOWLEDGEMENTS OF COMPLETION

100.5.1 The format of all NLTCC Diplomas, Certificates, and CTC acknowledgements of completion will be approved by the Vice President of Career and Technical Education's Office.

100.5.2 No Northwest Louisiana Technical Community College employee may design, print, reproduce or distribute any diploma, certificate or CTC acknowledgement of completion not approved, and produced through the above process.

100.6 FORMAT FOR OTHER ACKNOWLEDGEMENTS AND AWARDS

Individual regions, programs and organizations may produce and distribute acknowledgements of completion (other than the CTC), honor awards, attendance awards, scholarship acknowledgments, acknowledgements of appreciation, etc. However, the College seal, Chancellor's signature, official paper, and the term "certificate," may not be used for these other acknowledgments. Such acknowledgements and awards should be approved through the Campus Administrator prior to their distribution.

Policy Reference: LTC Policy # IS1930.100 Academic Diplomas Policy & Procedures Memorandum
Louisiana Board of Regents
LCTCS Policy #1.001 Wording Utilized on LCTCS Degrees, Diplomas and Other Awards
LCTCS Policy #1.002 Delegation of Authority to Chancellors to Sign and Distribute Degrees,
Diplomas and Certificates
LTC Policy SA1930.221 Graduation Requirements
LTC Policy SA1930.254 Admission of First-Time Freshmen
LTC Policy SA1930.255 Admission of Transfer and Re-Entry Students

Approved:



Dr. Jayda Spillers

Chancellor

