TITLE:	**DEGREES,** **TECHNICAL DIPLOMAS,** **CERTIFICATES,** **& ACKNOWLEDGEMENTS** **OF COMPLETION**
EFFECTIVE DATE:	**July 20, 2022*** *(*Procedural/Title Updates 7/20/22;* *Title Updates 1/19/17; Original 5/17/05)*
CANCELLATION:	AA-1447.1C (Title Update 1/9/17)
CATEGORY:	Academic Affairs (AA)

POLICY STATEMENT

Degrees are awarded to students who have completed the general and program-specific requirements for Board-of-Regents-approved Associate of Arts, Associate of Applied Science, Associate of General Studies, and Associate of Science programs. Technical Diplomas are awarded to students who have completed the general and program-specific requirements for Board-of-Regents-approved Technical Diploma programs. Certificates are awarded to students who have completed the general and program-specific requirements for Board-of-Regents-approved Certificate of Applied Science, Certificate of Technical Studies, Certificate of General Studies, Career and Technical Certificates, and Post-Associate Certificate programs. These requirements are contained in the *Delgado Community College Catalog* in effect when the student enrolls, changes major, or graduates.

The format for degrees, technical diplomas, certificates, and acknowledgements of completion will be approved by the Vice Chancellor for Academic and Student Affairs and printed by Delgado under the signature authority of the College Registrar only.

Degrees, technical diplomas, and certificates are awarded in accordance with the requirements of the Louisiana Board of Regents and the Louisiana Community and Technical College System (LCTCS) Board of Supervisors policies, including Regents Academic Policy #2.15 *Definitions of Undergraduate Degrees and Undergraduate/Graduate Certificates* and LCTCS Policy #1.001 *Degrees, Diplomas, and Awards,* as well as the specific guidelines and procedures outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

    To define the types of awards to be awarded to students upon completion of the various programs offered by Delgado Community College.

2. **Scope and Applicability**

    This policy and procedures memorandum applies to all campuses, sites and organizational units of Delgado Community College.

3. **Types of Awards**

    A. **Degrees, Technical Diplomas, and Certificates in Programs Approved by the Louisiana Board of Regents and/or the LCTCS Board of Supervisors**

        Degrees will be awarded to students who have completed Associate of Arts, Associate of Applied Science, Associate of General Studies, Associate of Science, and Technical Diploma programs. Certificate of Applied Science, Certificate of Technical Studies, Certificate of General Studies, Career and Technical Certificates, and Post-Associate Certificates will be awarded to students who have completed these certificate programs. General requirements are contained in Section 4, Requirements for Receipt of Degrees, Technical Diplomas, and Certificates Approved by the Louisiana Board of Regents, of this memorandum; specific program requirements are contained in the *Delgado Community College Catalog*. No other document awarded by a unit of the College shall be identified as a "degree," "technical diploma," or "certificate."

        Degrees, technical diplomas, and certificates will be printed with the signatures of the Vice Chancellor for Academic and Student Affairs, Chancellor, the President of the LCTCS, and the Chair of the LCTCS Board of Supervisors. The degrees, technical diplomas, and certificates will be awarded during commencement exercises at the end of each spring and fall semester. The College Registrar shall be responsible for verifying students' completion of program requirements and will maintain the official records of all degrees, technical diplomas, and certificates awarded.

B. **Acknowledgements of Completion**

Acknowledgements of completion will be awarded to students who have completed College-approved programs that have not been sanctioned by the Louisiana Board of Regents and/or the LCTCS Board of Supervisors.

1. **Acknowledgements Based on Credit Course Work**

   Any acknowledgement of completion of a credit course or group of courses will be verified by the College Registrar before the acknowledgement is awarded. Such acknowledgements will be signed by the academic Division Dean and/or the Director of the Program; the instructor's signature may be included as appropriate. However, such acknowledgements of completion awarded by Workforce Development will be signed by the coordinator of the program and the Vice Chancellor for Workforce Development; the instructor's signature may be included as appropriate.

   Appropriate documentation of program completion will be maintained in the student's permanent academic record. Acknowledgements of Completion based on credit course work are listed in Attachment A, "*Acknowledgements of Completion.*"

2. **Acknowledgements of Completion of Programs Offered in Cooperation with Other Agencies**

   Acknowledgements of completion of programs offered in cooperation with external agencies will clearly indicate the name of both the outside agency and Delgado Community College; the number of semester hours of credit course work; and the number of clock hours of non-credit instruction included in the program. Titles of the programs will be descriptive and will not be the same as Board of Regents approved degree or certificate programs except as specifically approved by the Vice Chancellor for Academic and Student Affairs or when required by the appropriate external regulatory agency.

   These acknowledgements of completion will be signed by the academic Division Dean and/or the Director of the Program; however, such acknowledgements of completion awarded by Workforce Development will be signed by the coordinator of the program and the Vice Chancellor for Workforce Development.

3. **Acknowledgements Based on Non-credit Course Work**

Acknowledgements of completion of non-credit courses and programs will clearly indicate the contact hours of participation and the number of Continuing Educations Units (CEUs) awarded. Such acknowledgements will be signed by the instructor, the Director of the Program, and the academic Division Dean; however, such acknowledgements of completion awarded by Workforce Development will be signed by the instructor, coordinator of the program, and the Vice Chancellor for Workforce Development.

Grades of "P" for successful completion of the course(s) and "F" for non-completion will be recorded on the students' Non-credit Academic Record.

Acknowledgements of Completion based on non-credit course work are listed in Attachment A, "*Acknowledgements of Completion.*"

4. **Requirements for Receipt of Degrees, Technical Diplomas, and Certificates, Approved by the Louisiana Board of Regents**

At the end of each fall and spring semester, Delgado Community College will hold its commencement exercises to award degrees, certificates, and technical diplomas to students completing the respective programs. To qualify, a student must meet the specific program requirements contained in the applicable *Delgado Community College Catalog* in effect according to the College's Determination of College Catalog for Graduation Requirements policy and the general requirements listed in Attachment B "*General Requirements for Receipt of Degrees, Technical Diplomas, and Certificates Approved by the Louisiana Board of Regents.*"

5. **Format for Degrees, Technical Diplomas, Certificates, and Acknowledgements of Completion**

The format of degrees, technical diplomas, and certificates will be in accordance with requirements of LCTCS Board of Supervisors policy and approved by the Vice Chancellor for Academic and Student Affairs. However, when required, the format for acknowledgements of completion of programs offered in cooperation with other agencies will meet the requirements of the appropriate external regulatory agency. No Delgado Community College employee may design, print, reproduce or distribute any degree, certificate, diploma, or acknowledgement of completion not approved and produced through the above process.

6.   **Other Awards and Acknowledgements**

Individual programs and organizations may produce and distribute honor awards, attendance awards, scholarship acknowledgements, acknowledgements of appreciation, etc. However, it is recommended that the College seal, Chancellor's signature, official paper, and the term "certificate," must not be used, unless specifically required. Such awards and acknowledgements must be approved through the appropriate academic Division Dean and the Vice Chancellor for Academic and Student Affairs prior to their distribution. Except for the Technical Diploma awarded and presented at the official Delgado Community College commencement exercises as referenced above, no document or award referred to as a "diploma" can be awarded or issued to a Delgado credit or non-credit student by any external agency or group. "Awards" and "acknowledgments" with the proper approvals are only authorized for this purpose. This includes any specific program conducting a "completion" ceremony. Once Approved, official copies are maintained on file in the Office of the Vice Chancellor for Academic and Student Affairs.

7.   **Posthumous Awards**

In accordance with LCTCS Policy #1.001 Degrees, Diplomas, and Awards, the College may award the Certificate of Applied Science, Certificate of Technical Studies, Career and Technical Certificate, Technical Diploma, and associate degrees posthumously to students who have completed all graduation requirements with the exception of participation in the graduation ceremony. To award such a credential posthumously to any other student, LCTCS Board of Supervisors' approval must be obtained, and the student must meet *all* of the following conditions.

- the student must have been registered or enrolled for classes at the time of death (or had just completed coursework and awaiting graduation processing);
- the registered or enrolled courses must be those which, if completed, would have fulfilled specific program graduation requirements; and
- the student must have had a grade point average at the time of death that meets the College's graduation requirement.

8.   **Cancellation**

This policy and procedures memorandum cancels AA-1447.1D, *Academic Diplomas and Certificates of Completion*, procedural update dated January 19, 2017.

Attachments:
      Attachment A-   Acknowledgements of Completion
      Attachment B -   General Requirements for Receipt of Degrees, Technical
                          Diplomas, and Certificates Approved by the Louisiana Board of
                          Regents

Policy Reference:
      Louisiana Board of Regents Academic Policy #2.15 *Definitions of Undergraduate*
              Degrees and Undergraduate/Graduate Certificates"
      Louisiana Community and Technical College System Policy #1.001 *Degrees,*
              Diplomas, and Awards

Review Process:
      Curriculum Committee 3/11/05
      Academic Affairs Council 4/14/05
      College Council 5/17/05
      Title Update - Vice Chancellor for Academic Affairs Approval1/18/17
      Procedural/Title Update – Vice Chancellor for Academic and Student Affairs 7/20/22

Distribution:
      Electronic distribution via the College's website

Attachment A

Delgado
COMMUNITY COLLEGE

ACKNOWLEDGEMENTS OF COMPLETION

CREDIT: Acknowledgements of Completion Based on Credit Course Work

Credit programs include but are not limited to the following:

English as a Second Language

NON-CREDIT: Acknowledgements of Completion Based on Non-credit Course Work

Non-credit programs include but are not limited to the following:

Non-credit/continuing education courses
Professional Certification
Basic/Advanced Ship Firefighting
U.S. Coast Guard Approved Marine Firefighting
Maritime Fire and Industrial Training
Radar Simulator Refresher Courses
    - Three-day Inland Waters
    - Three-day Ocean Waters
Comprehensive Observer Renewal Certification
    - One-day Course
Business and Industry Customized Training

Approved July 20, 2022

Attachment B

Delgado
COMMUNITY COLLEGE

GENERAL REQUIREMENTS FOR
RECEIPT OF DEGREES, TECHNICAL DIPLOMAS, AND CERTIFICATES
APPROVED BY THE LOUISIANA BOARD OF REGENTS

To qualify to receive a degree, technical diploma, or certificate, a student must meet the specific program requirements contained in the *Delgado Community College Catalog* in effect when the student enrolls, graduates, or changes majors and the following general requirements:

(1)   Earn at least a 2.0 ("C") grade point average on all work attempted at Delgado Community College (excluding grades for courses deleted through academic renewal or repeat/delete).

(2)   Earn at least a 2.0 ("C") in each course in the major and have a grade point average of 2.0 on all courses required in the degree, technical diploma or certificate curriculum.

(3)   Earn at least 25 percent of the hours needed for the certificate/technical diploma/degree in residence at Delgado Community College, of which 9 must be in the major field of study or as required through specific programs and outlined in the *College Catalog.*

(4)   Earn no more than a total of 24 credit hours from non-traditional sources, with no more than 1/3 of the major course credit requirements being earned from these sources.

(5)   As applicable, apply for graduation by in accordance with the dates published in the *Delgado Community College Catalog.*

(6)   Earn at least the number of credits stipulated in the degree, technical diploma or certificate program. If a program requires a course but the course is no longer available or a course substitution has been made, completion of the total number of credit hours required in the program curriculum, as listed in the catalog being followed, is mandatory.

(7)   Fulfill all other obligations and regulations including financial obligations to the College prior to established dates.

Approved July 20, 2022