

Diplomas

Policy Number: 216

Categorized: [Academic](#)

Responsible Office: VP for Student Services

Subject: Issuance of diplomas

Related Policies:

Procedures: [216P](#)

Additional Information: [Graduation](#)

Effective Date:

Last Reviewed Date: 07/01/2021

1. Scope

This policy applies to diplomas for all degree, certificate and career studies certificate programs.

2. Policy Statement

Diplomas are issued at the end of each term after final verification of grades and completion of requirements. Students will receive only one diploma for each degree or certificate earned. The College will reissue diplomas in cases of natural disaster (such as fire or tornado), printing error, or name changes resulting from gender reassignment, not change of name due to marriage, divorce or other reasons.

3. Definitions

N/A

4. Procedures

See [216P](#).

5. Authority

VCCS Policy 5.1.1 Diploma and Certificate Programs

VCCS Policy 5.1.5 Reissuance of Diplomas