

**DIPLOMAS**

**Policy Number:** 216

**Categorized:** [Academic](#)

**Responsible Office:** Chief Academic Officer

**Subject:** Issuance of diplomas

**Related Policies:**

**Procedures:** [216P](#)

**Additional Information:** [Graduation](#)

**Effective Date:**

**Last Reviewed Date:** 06/25/2020

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**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