

I. Overview

This procedure is intended to provide for consistency in the preparation and distribution of diplomas and certificates.

II. Practice

- 1) Diplomas and Certificates shall be ordered promptly following the Registrar's verification of Graduation (see Operating Procedure 570.1).
- 2) The name on the diploma will be as the name appears in the Student Information System. If the student wants a different name on his/her diploma, he/she must complete a Diploma Name Change form with the Registrar's Office.
- 3) The date to be used as the date of certificate or degree award shall be the last day of final exams plus three working days.
- 4) All communication about Diploma status will be mailed to student's address. It is the responsibility of the student to keep contact information current.

I. Clarifying Points

- 1) In the event that three days following the last day of finals falls on an academic or school holiday, certificates and diplomas shall be dated earlier and not later. For instance, if Winter Break falls less than three days after the end of the Fall semester, certificates and diplomas should be dated on the last working day prior to the break.

- 2) Adopted: May 27, 2011

* This procedure was previously located in the UACCB Academic Procedures Manual (AP IV-5.0, Preparation and Distribution of Diplomas and Certificates).