CERTIFICATES

I. PURPOSE

Provides procedures and guidelines to assure that all college certificates bearing the college's name are in an approved format and design and are aesthetically acceptable.

II. POLICY

A. Wharton County Junior College awards certificates as a means of recognizing the accomplishments and contributions of students and others. Six categories of certificates are authorized: proficiency, completion, participation, commendation or achievement, recognition or appreciation, and award for financial aid.

B. All certificates issued by any office, department, or unit within the college must conform to approved standards for content and format. Any requests for variance from these standards must be routed through the Director of Marketing and Communications and require the approval of the Vice President of Instruction or the Vice President of Student Services.

(POLICY APPROVAL: 5-17-95, Board of Trustees, amended 8-19-14)

III. DEFINITIONS

A. Certificates of Proficiency: Presented by the college to students who have successfully completed Board-approved credit or noncredit curricula that are listed in the college’s inventory as “certificate programs” and are (or may be) awarded at college commencements.

B. Certificates of Completion: Presented by the college to students who have successfully completed a planned sequence of credit or noncredit instruction resulting in verifiable skills but not a program of study entitled to the award of a Certificate of Proficiency.

C. Certificates of Participation: Presented to individuals or groups for participation in college activities, including courses and programs for which no exit competencies are required.

D. Certificates of Commendation or Certificates of Achievement: Presented to students for scholarly achievement or as part of a financial award or for outstanding contributions and service to the college or in a particular field of study.

E. Certificates of Recognition or Certificates of Appreciation: Presented to individuals or groups in recognition of their contributions or service to the college.

F. Certificates of Award: Presented by the Financial Aid Office to students receiving college scholarships.

IV. PROCEDURES

A. Requests for new certificates are sent by the requesting individual, through appropriate college channels, to the individual's Cabinet-level administrative supervisor.

B. Such requests include the required information (title of certificate, the sponsoring department or division or office, the purpose and/or criteria for awarding the certificate, and signatories appearing on the certificate).
C. Certificate information is sent to the Director of Marketing and Communications after the request for certificate has been approved by the Cabinet-level administrator.

D. The Director of Marketing and Communications is responsible for producing all certificates in the approved format. Requests to deviate from this format are submitted to the Vice President of Instruction.

E. The person requesting that certificates be printed is responsible for informing the Director of Marketing and Communications of the correct number of certificates needed and for providing any other information necessary for certificate production.

V. GUIDELINES

A. The signature line should include the title of the authorized signatory; for example, "Dean of Student Services" or "Professor of Sociology" or "Chair, Division of Technology and Business."

B. Titles such as "Dr." should not appear before the name or signature, and credentials such as "CPA" or "Ph.D." should not appear after the name or signature.

C. The college name and official seal should be included in an aesthetically integrated fashion on any certificate.

D. Certificates should bear the title or purpose of the presentation (including title of program, course of study, or event, if applicable), name of recipient, date(s), and any other relevant information.

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