

MEMORANDUM

August 16, 2018

To: Kim Jones, Vice Dean, Academic Affairs – College of Humanities, Chair, CAAC

From:  Pam Coonan, Executive Director, Academic/Curricular Affairs

Jody Payne, Senior Associate Registrar *JP*

Re: Official Certificate Diplomas

The Offices of the Provost and Registrar have determined that the university will begin providing students with standard diplomas for official undergraduate and graduate certificate awards. This will regulate the award process for all certificate-seeking students at the university, eliminate the disparate certificate diplomas being distributed by various departments today, and reduce the likelihood that they can be falsely replicated.

Official certificates are for-credit academic programs that have been approved by shared governance and appear on student transcripts.

Because the new fee structure was not in place in May, students who completed official certificates in the Spring 2018 term received a certificate diploma from our vendor for free, and those who will complete certificates this Summer 2018 will also receive a free diploma.

Beginning with Fall 2018, undergraduate and graduate students earning official certificate awards will be charged an ABOR approved candidacy fee of \$15.00.

Effective immediately, we request that departments cease production of any in-house certificates for official certificate programs.

Thank you for your support.

Cc: Gail Burd, Senior Vice Provost, Academic Affairs
Janet Sturman, Associate Dean, Graduate College
University Professional Advising Council

