

# Davis Technical College

## Student Certificate Policy and Procedures

Effective Date: 06-11-2018

### 1. Purpose

**1.1.** The purpose of the Davis Technical College (College) Student Certificate Policy is to provide guidance and procedures for determining student eligibility for College credentials and/or recognition of training and certificates.

### 2. References

**2.1.** College Admissions and Registration Policy and Procedures

**2.2.** College Program and Course Development, Modification and Discontinuance Policy and Procedures

**2.3.** Utah System of Technical Colleges Program/Course Approval and Reporting Policy (200)

**2.4.** Utah System of Technical Colleges Enrollment and Completion Reporting Policy (205)

### 3. Definitions

**3.1. Awarded** – The term used to describe that a credential and/or recognition of work completed has been recorded in the Student Information System. Synonymous with “issued” or “recorded,” “awarded” is the preferred word used for the official record.

**3.2. Credential** – A certificate providing official acknowledgement that a student has completed a program.

**3.3. Program** – A combination of courses and related activities that lead to a credential and are offered to prepare individuals for job entry or career advancement in a specific occupation. Programs are approved by the college accrediting body. Programs over 600 hours may be eligible for federal financial aid.

**3.4. Certificate of Program Completion** – A credential indicating completion of required coursework in a program.

### 4. Policy

**4.1.** Students who have fulfilled program completion requirements defined on the training plan will be eligible to be awarded a Certificate of Program Completion.

**4.2.** Training plans are valid for three academic years, including the initial and partial academic year.

**4.3.** Credentials will be awarded to all eligible candidates regardless of race, color, ethnic background, national origin, religion, creed, age, disability, veteran status, sexual orientation or preference, or gender.

**5. Procedures**

**5.1. Awarding a Certificate of Program Completion**

**5.1.1.** Certificates of Program Completion will be awarded by the Records Specialist in Student Services.

**5.1.2.** The graduating student will complete and submit Application for Graduation and Completion Evaluation forms with required signatures and proof of payment of the Certificate Processing Fee to Student Services.

**5.1.3.** The Records Specialist or designee will evaluate the documentation for completion, accuracy, and validity.

5.1.3.1. If requirements have not been met, necessary corrections will be communicated to the students and faculty.

**5.1.4.** After the Records Specialist has confirmed that all requirements have been met, the Certificate of Program Completion will be awarded and will be represented on the student's transcript.

**5.1.5.** Certificates of Program Completion will be printed according to current standards and will include the student's name, program, credential, any applicable specializations reflecting specific job titles, and the date issued.

**5.1.6.** Certificates will be mailed to the student within ten working days.

**5.1.7.** Students who earn a Certificate of Program Completion will be recognized at the next regularly scheduled college graduation ceremony.

**6. Approval**

Policy Review Approval: 06-11-2018

Effective Date: 06-24-2016

President's Council Approval: 06-23-2016