

# Davis Technical College

## Student Certificate Policy and Procedures

**Effective Date: June 24, 2016**  
Campus President's Council Approval: June 23, 2016

### 1. Purpose

The purpose of the 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. Davis Technical College Admissions and Registration Policy and Procedures
- 2.2. Davis Technical 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 or other official acknowledgement that a student has completed a program.
- 3.3. **Program** - A combination of courses that prepare individuals for job entry, career advancement and/or skill updating in a specific occupation or cluster of occupations. Programs are approved by the Council on Occupational Education and are accountable for standards, criteria and benchmarks. Programs over 600 hours may be eligible for financial aid
- 3.4. **Certificate of Program Completion** - A credential indicating completion of all required coursework in a program approved by the Council on Occupational Education. Certificates over 600 hours in length may be eligible for financial aid.
- 3.5. **Recognition of Training** - An indication that an individual attended a non-mission related community education course. No official student record is retained for this type of certificate.
- 3.6. **Program Certificate** – A recognition of work completed in a predefined subset of a program as permitted in the Utah System of Technical Colleges Program/Course Approval and Reporting Policy.
- 3.7. **Occupational Skill Certificate** - A recognition of work completed in a predefined course or set of courses with documented competencies needed by one or more Utah employers and approved by the campus board of directors.

### 4. Policy

- 4.1. Students who have fulfilled the program completion requirements defined on the training plan will be eligible to be awarded the designated credential.
- 4.2. Credentials and/or recognition of training and certificates 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 evaluates the documentation for completion, accuracy, and validity.
  - 5.1.3.1. If the requirements have not been met, the necessary corrections will be communicated to the students and instructor(s).
- 5.1.4. After the Records Specialist has confirmed that all requirements have been met, the record of training will be awarded and will be represented on the student's transcript.
- 5.1.5. The following information will be printed according to the standards determined for the issuance of all College Certificates of Program Completion:

*Student Name*

*Text, 'has satisfactorily completed the required studies for the Certificate of Program Completion.'*

*Type of College Certificate of Program Completion*

*Specializations reflected as specific job titles*

*Date Issued*

**Certificate Font Requirements:**

*Student Name: Eurose Wide-Heavy, 25*

*Text: Arial Narrow, 8*

*Type: Eurose Wide-Heavy, 14*

*Specialization: Eurose Wide-Heavy, 9*

*Date: Arial Narrow, 8*

- 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.

### 5.2. Awarding Program Certificates

5.2.1. On an ongoing basis, the student record will be evaluated by the Records Specialist to award any Program Certificates.

5.2.2. If the student is determined to be eligible, Program Certificates will be awarded automatically with no further action on the part of the student.

5.2.3. Program Certificates awarded will be posted to the student information system and will appear on the student's transcript.

5.2.4. Students who are awarded Program Certificates will be reported as graduate completers to the accrediting body.

5.2.5. Students who are awarded Program Certificates will not be eligible to participate in College graduation.

### 5.3. Awarding Occupational Skills Certificates

5.3.1. When a student has completed a course or series of courses designated as appropriate for an Occupational Skills Certificate and withdraws from the College, their record will be evaluated for completion, accuracy and validity.

5.3.1.1. If the requirements have not been met, the necessary corrections will be communicated to the students and instructor(s).

5.3.2. After it has been confirmed that all requirements have been met, the record will be awarded and such award will be posted to the student information system and will appear on the student's transcript.

5.3.3. Occupational Skills Certificates will be posted to the student's academic record, but will not be printed or distributed.

5.3.4. Students who are awarded Occupational Skills Certificates will not be considered graduates and will not be eligible to participate in College graduation.

### 5.4. Awarding Recognition of Training

5.4.1. Recognition of Training will be awarded by the Continuing Education Department.

5.4.2. The format of the certificate will be consistent and uniform and does not resemble other College credentials and/or certificates.

5.4.3. Students who are awarded Recognition of Training will not be eligible to participate in College graduation.