



POLICY TITLE

Degrees, Diplomas, and Awards

POLICY NUMBER

1-4070

Responsible Office: <i>Registrar</i>	Effective Date: <i>12/18/2023</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>12/18/2023</i>
Policy Classification: <i>Academics, Workforce and Student Development</i>	Origination Date: <i>12/18/2023</i>

I. POLICY STATEMENT

In compliance with Louisiana RS 17:3352 and Academic Policy 1.001 of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors, Baton Rouge Community College (BRCC) awards certificates, technical diplomas, and degrees – awards for educational programs – to qualified individuals.

BRCC’s official documentation of achievement, or Diploma, testifies to the successful completion of the program of study. BRCC Diplomas are worded according to LCTCS requirements. BRCC’s Chancellor has the authority of the LCTCS to sign and distribute BRCC Diplomas. BRCC may posthumously grant an Honorary Associate of Arts in Humane Letters as well as award a certificate, technical diploma, or degree.

This policy includes specific details about the wording on BRCC Diplomas, qualifications for receiving a certificate, technical diploma, or degree, stipulations for the awarding of Honorary and posthumously awarded degrees, and the authority of the BRCC Chancellor to sign and distribute Diplomas.

II. POLICY RATIONALE AND SCOPE

The responsibility of BRCC to determine the qualifications for eligibility to receive a Diploma, certifying completion of any educational program the College is authorized to offer by the Board of Regents and the Southern Association of Colleges and Schools Commission on Colleges, lies

with the division overseeing each program. Deans (or their designee) convey the names of graduates to the Office of the Registrar. Requirements for the completion of educational programs are published in the BRCC Catalog.

To recognize the accomplishments of a student whose untimely passing in the student's final semester or immediately upon completion of the requirements for a BRCC program, the College may posthumously award a certificate, technical diploma, or degree and issue a BRCC Diploma to the student's family. BRCC's support of the student's family is an extension of the support provided to the student during the time of enrollment.

Additionally, BRCC is authorized to grant an Honorary Associate of Arts in Humane Letters to any individual who has made substantial achievements in their respective field of endeavor. BRCC's choice for this award is made on the basis of the individual's service to society and scholarship in the humanities and social sciences and reflects the College's values. Candidates may be local, national, or international. Approval of the LCTCS Board of Supervisors is required prior to awarding an Honorary degree.

III. POLICY AUDIENCE

This policy applies to all BRCC students and their families as well as any individual recognized by the College as set forth in this policy.

IV. POLICY COMPLIANCE

Compliance verifies the judgment and values of the College and its commitment to upholding LCTCS policy and the Louisiana Constitution as it applies to Title 17. Failure to comply with the policy undermines the standing of the College in the eyes of the community at large, the LCTCS Board of Supervisors, and the state legislature.

V. POLICY DEFINITIONS

Certificate: a career and technical certificate (CTC), certificate of technical studies (CTS), certificate of applied science (CAS), or General Studies certificate (CGS) recognized by the Board of Regents as a program of study that may be completed in one or two semesters. The certificate provides technical skills only (CTC and CTS), or technical skills and limited coursework in General Education (CAS) or prepare students to qualify as a transfer student at a four-year college or university or provide the student with the opportunity for personal growth (CGS).

Degree: Associate of Arts (AA), Associate of Applied Science (AAS), or Associate of Science (AS) recognized by the Board of Regents as programs of study that include a substantial General Education component as well as coursework in a specific major that prepares students for professional licensure, direct entry into the workforce, or transfer to a baccalaureate program at a

four-year college or university. Completion of an associate degree is expected to require full-time enrollment for two years.

Diploma: the BRCC Diploma is an official document certifying the completion of a certificate, technical diploma, or associate degree.

Honorary degree: Associate of Arts in Humane letters issued to an individual who embodies the values of the College and has made significant contributions to society and scholarship in humanities and social science.

Posthumous degree: an award granted to recognize the accomplishments of a student whose untimely passing in the student's final semester or immediately upon completion of the requirements for a BRCC program.

Technical diploma: an applied, technical program that prepares students to enter the workforce upon completion.

VI. POLICY IMPLEMENTATION PROCEDURES

Deans (or their designee) overseeing educational programs are responsible for identifying program completers and submitting a list of these individuals to the Office of the Registrar. The Office of the Registrar is responsible for preparing BRCC Diplomas at the end of the semester upon determining that the individuals applying for graduation have met the program requirements. The Office of the Registrar is also responsible for assisting with the Commencement Ceremony.

An honorary degree candidate must be approved by the LCTCS Board of Supervisors prior to being awarded the degree. Candidates may be any individual who embodies the values of the College and has made significant contributions of service and scholarship in humanities and social science. Candidates may not be (1) faculty or staff members currently employed at BRCC or (2) Louisiana elected and/or appointed officials in office at the time of selection and conferral. BRCC may award a maximum of two honorary degrees per academic year.

In addition to the approval of the LCTCS Board of Supervisors, awarding a certificate, technical diploma, or degree posthumously requires verification of all the following:

1. The student was registered or enrolled at the time of death.
2. The student was registered or enrolled in courses that, if completed, would have fulfilled graduation requirements.
3. The student's GPA at the time of death met BRCC graduation requirements.

The wording on all certificates, diplomas, degrees earned by students completing the requirements for the program shall be

By the authority of the Board of Supervisors of the Louisiana Community and Technical College System and upon the recommendation of the Faculty (insert name of student) is hereby awarded the Degree of (insert

certificate/diploma/degree) and all the rights and privileges thereto appertaining under the seal of the college Awarded on this (insert date of award).

VII. POLICY-RELATED INFORMATION

Louisiana RS 17:3352. Degrees, conditions
LCTCS Academic Policy 1.001. Degrees, Diplomas, and Awards

VIII. POLICY EXCEPTIONS

Exceptions to this policy must be approved by the LCTCS Board of Supervisors.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy containing the combined content previously found in five BRCC Academic Affairs Policies: 1-4030, Wording on BRCC Degrees, Certificates, Diplomas, and Other Awards; 1-4680, BRCC Degrees Diplomas and Other Awards; 1-4700, Delegation of Authority; 1-4720, Honorary Degrees; and 1-4740, Awarding Degrees Posthumously. This policy is to be reviewed and revised, as needed, within three years of the effective date.

X. POLICY URL

This policy may be accessed on the BRCC website at www.mybrcc.edu.

XI. POLICY APPROVAL – SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie Smith, Sr., Ed.D.
Chancellor

12/18/2023

Date
Effective Date of Policy