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5.703 Diploma and Academic Certificate Language Guidelines

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Diploma and Academic Certificate Language Guidelines Policy 5.703	
Academic Policies		Effective date: November 1, 2016	
Policy History:	Approved by:	Resolution #	Date
Approved	Board of Governors	11.6.10:4	November 6, 2010
Revised	Chancellor	N/A	February 13, 2015
Revised	Chancellor	N/A	October 27, 2016
Responsible Office	Responsible Administrator:	Contact information	Applies to:
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Campus and Univ. Program Registrars

I. Introduction

A. Objective. The objective of these guidelines is to establish the uniformity of layout, wording, and format for Antioch University diplomas and academic certificates to ensure against credential misuse and fraud.

II. Guidelines

These guidelines apply to diplomas and academic certificates issued at the bachelors, masters, doctoral and professional levels for every Antioch University campus and University non-campus degree-granting programs.

A. All diplomas and academic certificates conferred by Antioch University will conform to the basic layout, format, and wording as specified in the University Style Guide.

B. Each campus may establish its own guidelines in terms of including the major or field of study on the diplomas and academic certificates, with the stipulation that specializations and concentrations shall not be listed. The campus guidelines should be

followed consistently for all diplomas conferred for that campus. Specifically, each campus will determine the following:

1. Whether to include the field of study on graduate diplomas and academic certificates.
2. Whether to include the major on undergraduate diplomas and academic certificates

NOTE: If the name of the academic degree includes the wording of the major, an additional listing of the major should not be included.

C. Diploma and academic certificates shall include the seal and logo of Antioch University. Each Antioch University degree-granting diploma and academic certificate will carry the signature of each of the following officers: Chancellor of the University, Chair of the Board of Governors, and Provost.

III. Replacement Diplomas

Graduates may request a replacement diploma or academic certificate if their original has been lost or destroyed. Replacement diplomas and academic certificates shall carry all information contained on the original document, with two exceptions:

- A. If official signatures on the original diploma or academic certificate are not available, signatures of current administrators may be used instead
- B. The replacement diploma or academic certificate will include wording that indicates that it is a replacement.
- C. Graduates requesting a replacement diploma or academic certificate will be subject to the current fee for such diplomas.

IV. Unclaimed Diplomas

Unclaimed, undeliverable, or withheld diplomas and academic certificates are retained for a minimum of five years after which they may be destroyed. Graduates wishing to replace a diploma or academic certificate under these conditions must purchase a replacement diploma as described above.

V. Diploma and Academic Certificate Design

Revisions of the diploma design to address issues of style and aesthetics must be approved by the Council of Chief Academic Officers (CCAO) and are to be adopted concurrently by all programs.