

College Operating Procedures (COP)



Procedure Title: Diploma Management
Procedure Number: 03-1708
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 7/24/09; 02/10/11

Purpose Statement: This procedure is designed to provide the registrar with an accurate accounting of all diploma paper.

Guidelines:

This procedure is designed to provide the registrar with an accurate accounting of all diploma paper. The procedure is intended to prevent the unauthorized use of certificate paper that symbolizes an awarded degree

Procedures:

Procedure for Diploma Paper Storage and Use

1. All diploma paper is kept locked in the vault for storage.
2. Upon delivery of new diploma paper from the vendor each box is checked and the amount of diploma paper sheets is marked and numbered on each box.
3. The Associate Registrar is responsible for keeping track of diplomas used after each graduation period.
4. The Associate Registrar will keep a spreadsheet of diplomas used after graduation and those used as students request duplicate copies.
5. The diploma spreadsheet will include the following information:
 - A. Date diploma(s) printed.
 - B. Number of diplomas printed.
 - C. If a duplicate copy is requested, the student name, Banner ID and reason for printing the diploma.