

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy # 1.001

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**Title: Wording Utilized on LCTCS Degrees, Diplomas and Other Awards**

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Authority: Board Action

Original Adoption: 6/29/99

Effective Date: 6/30/99

Last Revision: Initial

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All certificates, diplomas, degrees or other awards given to students enrolled in institutions to be managed by the LCTCS Board which awards certificates, diplomas, degrees conferred after midnight, June 30, 1999, shall include wording approved by the LCTCS Board prior to the presentation of any such award. An example of such wording, which shall be approved by the LCTCS Board is, “The Board of Supervisors of the Louisiana Community and Technical College System, upon the recommendation of the faculty and administration of (Insert name of institution/campus) in which the graduate or completer is enrolled, confers upon (Name of graduate/completer) the (Name or award/diploma/certificate degree) at (Name of institution/campus) in (Name of city in which campus is located) in the State of Louisiana on (date of award).”

Such awards should bear signatures approved prior to the presentation of such awards. An example of such signatures which shall be approved by the LCTCS Board are: the Chairman of the LCTCS Board, the President of the LCTCS System, the Chief Executive Officer of the institution, and, if desired, the Chief Operating Officer of the campus.