

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 1.002**

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**Title: DELEGATION OF AUTHORITY TO CHANCELLORS TO SIGN  
AND DISTRIBUTE DEGREES, DIPLOMAS AND CERTIFICATES**

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Authority: Board Action

Original Adoption: 05/09/2000

Effective Date: 05/10/2000

Last Revision: Initial

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On motion of Supervisor Knapp, seconded by Supervisor Mellington, the Academic, Instruction, Workforce Training and Student Affair Committee voted to delegate, to the institutional chancellors, the authority to sign and distribute degrees, diplomas, and certificates to qualified students from each of their respective campuses.

Prior to the June meeting of each year, the chancellors will then submit to the Board a certified list of students who have met all requirements of graduation, the designation of their earned credentials, and their date of graduation. These actions will be ratified by the Board during June of each year.

The motion carried.