

EDINBORO UNIVERSITY OF PENNSYLVANIA

STANDARDIZED CERTIFICATES-Policy No. C035

Supersedes Policy No. C035, Dated 12/28/90

Recommended for Approval By John F. Fleischauer, Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on May 9, 1995

Review Date: As Required

INTENT

This policy is intended to assure consistency and decorum in the representation or acknowledgment by the University or its departments of service or achievement related to University activities and to provide assurance of a level of communication with external constituents in accord with the mission and status of the University.

POLICY

All service or achievement certificates issued by offices, departments, or programs must adhere to a format authorized by the President. Any exceptions to standard design must be approved by the President upon recommendation from the appropriate vice president.

Acknowledgment of completion of academic certification programs with identified and approved curricula will be accomplished with other approved documentation, which may range from imprinting a transcript to presentation of a diploma-like certificate upon completion. Academic degree diplomas are governed by Board of Governors policy dated December 1, 1989 entitled "University Diplomas."

PROCEDURES

Requests for the preparation and issuance of university certificates must be made at least two weeks in advance to the appropriate dean or vice president's office by the completion of the Request for University Certificates form (see attached form). These forms are available in the offices of the deans and vice presidents. Advance requests assure availability and opportunity for processing by the Office of Public Relations.

Requests for variation from the university's standard certificate should be made to the appropriate vice president, who will then make a recommendation to the President.

Attachment

Request for University Certificates

Name of Requester: _____ Department: _____

To be presented to: _____

Salutation to be inscribed: _____

Signators to the Certificate:

Special instructions/requests: (special designs must be supported by appropriate vice president)

Dean's Office Action:

_____ Approved

_____ Disapproved

_____ Date

Vice President's Office Action:

_____ Approved

_____ Disapproved

_____ Date

President's Office Action:

_____ Approved

_____ Disapproved

_____ Date