




May 15, 2017

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Policy 10-25 Awarding of Certificates and Degrees

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### Item Description

This item is a new policy that allows TCC to reserve the right to award a certificate or degree once all requirements for that credential have been met by the student.

### Overview and Background

Current practice requires all students to complete a graduation application prior to the awarding of a credential. A policy is needed prior to TCC designing and implementing a new procedure where students could be automatically awarded certificates and degrees upon meeting all requirements. Furthermore, TCC is working with Florida State University on a reverse transfer process that would allow us to grant an Associate in Arts degree to students who transfer to Florida State University prior to the student receiving the degree at TCC.

### Past Actions by the Board

None

### Funding/Financial Implications

None

### Staff Resource

Sheri Rowland

### Recommended Action

Approve Policy 10-25 Awarding of Certificates and Degrees

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Awarding of Certificates and Degrees	<b>NUMBER:</b> 10-25
<b>AUTHORITY:</b> Florida Statute: 1007.25 Florida Administrative Code: 6A-10.024	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 05/15/17	

Tallahassee Community College reserves the right to award a certificate or degree if a student has completed all requirements for the certificate or degree. Once the certificate or degree has been awarded, all coursework leading to that degree is considered final and not subject to change unless there is documented College error.