

Diplomas and Certificates

Functional Lead: Provost

Division: Academic Support Division (ASD)

Responsible Office: Registrar

1. Purpose. The purpose of this chapter is to define Marine Corps University (MCU) practice regarding the development and issuance of program diplomas and / or certificates.

2. Background. Diplomas are official documents, given by an educational institution, evidencing the successful completion of a course of study. Within the United States, diplomas are also generally used to confer an academic degree to the recipient. The term certificate more generally refers to an official document that affirms a fact and can be evidence of course completion, awarding of a prize, passing an exam and/or attendance. Marine Corps University uses the terms “degree diploma” and “PME diploma” to distinguish between documents which evidence conferring of a master’s degree from those which evidence completion of professional military education requirements.

3. Policy

a. In general, students enrolled in the year-long resident degree granting programs will receive a degree diploma upon successful completion of the program requirements. Students who do not earn the degree, but complete the basic PME requirements of a degree granting school will receive a PME diploma. Students enrolled in the year-long resident non-degree granting programs and officer distance PME programs will receive a PME diploma upon successful completion of the program requirements. All other students will receive a certificate upon successful completion of the particular program requirements.

b. Name Conventions. PME diplomas and certificates contain the rank, name (first, middle initial, last) as reflected in official military personnel or agency records, and service/agency abbreviation. Degree diplomas contain the legal name of the recipient (first, middle initial, last) as reflected in official records. Slight deviations from the naming convention may be made for international military students (IMS) to reflect naming conventions and service reporting requirements in other countries. Nicknames, call signs, etc., are not authorized for any student.

c. Attesting Signatures

(1) Only the President, MCU and the Director of the applicable degree-granting program may sign degree diplomas.

(2) PME and Degree diplomas will be personally hand signed unless otherwise directed by the President, MCU.

(3) Because of the nature and geographical dispersion of the College of Distance Education and Training (CDET) Distance Education and Blended Seminar Programs (DEP/BSP), the Director, CDET is authorized the use of the President’s auto-signature on PME

diplomas, except for any Distinguished Graduate diplomas that the President and Director, CDET personally sign.

(4) Enlisted PME programs. The Director, College of Enlisted Military Education (CEME) produces graduation certificates for all enlisted PME programs and may delegate in his or discretion program director signature authority to the appropriate program or Staff Noncommissioned Officer Academy director. Use of the President's auto-signature is at the discretion of the President, MCU.

(5) Certificate of Attendance. Any student who does not, for any reason, satisfactorily fulfill all graduation requirements, yet is not disenrolled from the PME program, will receive a Certificate of Attendance.

(a) The Director, CEME will produce certificates of attendance for enlisted PME programs, and may delegate signature authority as appropriate.

(b) Resident officer PME certificates of attendance will be prepared by the MCU Registrar.

(c) Certificates of attendance will contain a statement certifying that the student attended the applicable course, the rank, name (first, middle initial, last) as reflected in official military personnel records, and service of the recipient, and the dates of attendance.

(d) Certificates of attendance will not display the Marine Corps University, program logo, or President's name and/or signature. The program Director or MCU Registrar may sign the certificate validating attendance.

(6) Other Certificates. Program Directors may, in their discretion, issue certificates to students reflecting passing of an exam, winning of an award or prize, or completion of a portion of the overall program (e.g., successful completion of an elective course within the overall program of instruction), and the like.

d. Replacement diplomas or certificates. Marine Corps University will provide replacement degrees/diplomas/ certificates of attendance to former students in order to replace documentation missing from service records upon written request of the student. A replacement diploma will indicate on its face that it is a replacement in lieu of the original, and reflect the date of the replacement and the originally issued date, i.e. "Replacement diploma (or certificate, as applicable) for original conferred on (date)."

4. Procedures

a. Diplomas will be produced in sufficient time to be routed for signature and prepared for delivery at the time of program graduation.

b. Replacement diplomas

(1) Enlisted PME. The Director, CEME will develop and publish the requirements and procedures for issuing replacement diplomas or certificates.

(2) Officer PME. The MCU Registrar will develop and publish the requirements and procedures for issuing replacement degree and PME diplomas. Generally, a written request containing a statement of the circumstances of the missing record is required. Replacement diplomas will be in the form used at the time of the request and signed by the incumbent officeholders or the Registrar on their behalf. Request a replacement diploma via email to MCU_Registrar@usmcu.edu.

Related Policies and Forms:
Graduation and Detachment
Records and Transcripts

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