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**POLICY TITLE:** Policy for Academic Designations on the Fort Hays State University Diploma

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**POLICY PURPOSE:** Articulate the appropriate language on FHSU issued diplomas.

**BACKGROUND:**

**APPLIES TO:** All students

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** Fort Hays State University policy states that all students will be issued a diploma after all academic degree requirements have been met. With the exception of international partnership students, the diploma will indicate only the academic degree earned. No other academic designation will be included on the diploma.

All Fort Hays State University students involved in an international partnership program will be issued a diploma after all academic degree requirements have been met. The diploma for these students will indicate both the degree earned and the area of concentration. No other academic designations will be included on the diploma.

Exceptions to this policy will be considered on an individual basis for international students not involved in international partnership schools. The request to add an area of concentration to the diploma must be in writing to the FHSU Registrar's Office and received prior to the graduation application deadline for the semester the individual intends to graduate. Any exception granted pursuant to this paragraph will not require FHSU to grant any future requested exception to this policy.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:** Diploma, academic degree requirements,

**RESPONSIBLE OFFICE:** Provost Office

**RESPONSIBLE UNIVERSITY OFFICIAL:** Provost

**ORIGINATION DATE:** 5/02/07

**CHANGE HISTORY:** 5/02/07

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