Date of Board Meeting:	April 15, 2025
Subject:	Diploma Reprint Fee
Recommendation:	Approve the implementation of a $20.00 fee for diploma reprints, reissues, or replacements to offset administrative, handling, and postage costs.

Background and Rationale:

Wharton County Junior College currently provides one complimentary diploma to each graduate upon completion of a certificate or degree program. To offset costs associated with administrative processing, materials, and postage, it is proposed to implement a $20.00 fee for diploma reprints, reissues, or replacements. This fee would help ensure the sustainability of diploma services without impacting the college's general budget.

Diploma reprint fees are common among peer institutions, with reprint fees ranging from $6.00 to $45.00, with a median fee of $25.00 per reprint.

Cost and Budgetary Support: Diploma reprint fee ($20). No cost to the institution.

Strategic Priority Alignment:
- ☐ Student Success
- ☑ Resource Optimization
- ☐ Community Impact
- ☐ Institutional Excellence

Resource Person(s): Amanda Allen, Ed.D.; Executive Vice President

Signatures:

Emily Voulgaris
Digitally signed by Emily Voulgaris
DN: cn=Emily Voulgaris, o=Assistant Director of Admissions and Registration, ou=WCJC, email=voulgarise@wcjc.edu, c=US
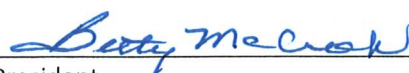Date: 2025.04.03 10:01:45 -05'00'

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Originator

04/03/2025
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Date

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Cabinet-Level Supervisor

04/03/2025
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Date

President's Approval:

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President

4-3-25
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Date

POLICY DB (LOCAL)
08/01/2020