

UNIVERSITY OF CALIFORNIA - RIVERSIDE
DIPLOMA GUIDELINES

DIPLOMA SPECIFICATIONS

Paper Size	Gold Seal Size	Degrees	Point Sizes of Type	“University of California” Header
8½" x 11"	2"	Bachelor’s, Masters (including professional Masters), and Doctor of Philosophy	6, 14 & 18	72 point, shaded lettering
8½" x 11"	2"	Systemwide senate approved certificates ¹	6, 14 & 18	72 point, shaded lettering
11" x 17"	2½"	J.D., LL.M., and “Doctor of _____” professional degrees	8, 18 & 30	84 point, shaded lettering

STOCK: Paper Weight: 65# cover stock (parent sheet 23" x 35")
 Paper Finish: Smooth
 Color: Ivory
 Archival Quality/Acid Free

PRINTING: Black ink on one side plus gold foil embossed seal

TYPEFACE: Garamond bold

- REQUIRED ELEMENTS:**
- Student’s name
 - College/School
 - Degree
 - Major²
 - Graduation date³
 - Honors⁴
 - Signatures:
 - Governor
 - University President
 - Chancellor
 - Provost, Dean, Director, or Chair of the College, School, or Division⁵
 - Official University Seal

¹ See Senate Regulation 730 for authority to issue certificates. For certificate format and content, refer to Senate Regulation 732 (Certificates of Honors at Graduation), 734 (Certificates of Resident Study for foreign students), 735 (Certificates of Completion of a Graduate Curriculum), and 736 (Honorary Degrees).

² Campuses determine diploma content and conventions for multiple majors.

³ The graduation date is the last day of the term and will be the same for all students graduating in a particular term, according to campus academic calendars.

⁴ Letter of President Robert G. Sproul to campus Chief Local Administrative Officers dated January 31, 1958: “Effective with the Spring Commencement of 1958, honors at graduation will be designated on the diploma. Such designation will . . . reflect the degrees of honors thus awarded by the appropriate bodies of the Academic Senate. . . . In those cases where a student may receive honors at graduation in more than one major, the diploma will reflect the highest order of honors awarded.” This letter has been interpreted over time to include a variety of honors designations from campus to campus, including Latin Honors, Departmental Honors, and College Honors.”

⁵ For a position held jointly by two persons (e.g., two co-directors), the diploma may display the signature of each official.

ELECTIVE CONTENT: Subject to campus Academic Senate divisional approval of the program of study, campuses may include any of the following items on diplomas:

- Minor⁶
- Specialization within major⁷
- Concentration⁸
- Designated emphasis⁹

OTHER APPROVED ITEMS: Subject to campus Academic Senate division approval, campuses may issue diplomas for:

- Joint graduate and professional programs with affiliated outside institutions (per a specific Memorandum of Understanding or other agreement between UC and the outside institution).
- Dual degree programs. The UC campus and outside institution conferring a degree shall each issue a diploma. The name of the affiliated outside institution must appear on the UC diploma.¹⁰
- Posthumous degrees¹¹

FORMAT VARIANCES: The Office of the President has not approved any variances in format as elective for campuses.

ELECTRONIC DIPLOMAS: Campuses may issue diplomas in an electronic format consistent with industry standards for security. Electronic diplomas should follow the print format to the extent practicable.

⁶ Campuses determine diploma content and conventions for multiple minors.

⁷ Campuses determine diploma content and conventions for multiple specializations.

⁸ Campuses determine diploma content and conventions for multiple concentrations.

⁹ Campuses determine diploma content and conventions for multiple designated emphases.

¹⁰ According to WASC, "A dual degree program is defined as a program of study offered collaboratively by two institutions that leads to the award of a separate degree from each of the participating institutions."

¹¹ Posthumous degrees may be issued, subject to local campus regulations, to recognize students who died before completing all requirements for their degree.

PROCEDURE FOR CAMPUSES TO REQUEST CHANGES TO DIPLOMA FORMAT OR CONTENT

Diplomas must be sufficiently consistent in form and content to be readily identifiable as University of California diplomas. Campuses requesting to change the format or content of a diploma should follow this process.

1. The campus' Academic Senate division recommends the change. An appropriate campus official, typically the assistant or associate vice chancellor responsible for registrar functions, forwards the request to the vice president—student affairs in the Office of the President;
2. The vice president—student affairs will review the request. If the vice president—student affairs recommends approval, he/she will forward the request to the provost and executive vice president for academic affairs, who has delegated authority to approve changes to diploma format and content;
3. The provost and executive vice president for academic affairs will consult with the chair of the Academic Council, who acts as the agent of the Assembly;
4. If the provost and executive vice president for academic affairs and the chair of the Academic Council approve, the provost and executive vice president for academic affairs will notify the vice president—student affairs, who will notify the appropriate official at the campus that the campus may implement the change;
5. The vice president—student affairs will update the Diploma Specifications to record the approved elective change;
6. Upon notifying the requesting campus that its request was approved, the vice president—student affairs will also notify the appropriate officials at the other campuses of the approval of the request.

Notes

The update to the Diploma Specifications (step 5) will allow other campuses to implement the change upon approval of their Academic Senate division, but the update will not require other campuses to implement the change. No further approval from the Office of the President or the Academic Council chair will be necessary.

The Office of the President does not require campuses to submit requests for changes that are not substantial. For example, preceding a dean's title with "interim" does not constitute a substantial change if the dean's official title includes "interim." Similarly, a change in the name of the body nominating a candidate for a degree is not a substantial change.

When issues arise concerning nonacademic matters relating to diplomas, such as size, stock, printing, and typeface, the UC Registrars Council should discuss these issues and forward questions or recommendations to the vice president—student affairs.

REFERENCES

Standing Order of the Regents 110.3

Standing Order of the Regents 110.3 states:

(a) The form for all diplomas issued by the University of California, including the Hastings College of the Law, shall be prescribed by the President, after consultation with the Academic Senate.

(b) All diplomas issued by the University of California, including the Hastings College of the Law, shall bear the signatures or facsimile signatures of the President of The Regents of the University of California, of the President of the University of California, of the Chancellor of the campus from which the student graduates, and of the Dean or Director of the college, school or division from which the student graduates, together with the seal of The Regents of the University of California.

(c) With the approval of the President, a duplicate of a diploma may be issued in case of the loss or destruction of the original; or, in the case of a request on the part of a graduate whose name has been legally changed and, for good cause, wishes a duplicate diploma giving effect to the change of name.

Presidential Delegation of Authority — Format for Diplomas

On June 24, 1982, the president delegated to the academic vice president the authority provided in Standing Order 110.3 to approve the form of diplomas. This delegation remains in effect from the president to the successor office, the provost and executive vice president for academic affairs. This delegation reads, in pertinent part:

Effective immediately, you are delegated the authority, as Academic Vice President, to approve the format for diplomas issued by the University of California, subject to consultation with the Academic Senate as set forth in section 110.3(a), and subject to the further provisions of Section 110.3(b) of the Standing Orders. Any re-delegation of the foregoing authority shall be in writing with copies to the Secretary of The Regents and the Assistant President—Coordination and Review.

In addition, the president's authority as set forth in Standing Order 110.3(c) to approve the issuance of duplicate diplomas for good cause was re-delegated by the president to the chancellors at the same time.

The authority delegated by the president to the provost and executive vice president for academic affairs to approve diploma format has never been re-delegated. In addition, although the standing orders use the word "form" and this delegation uses the word "format," the Office of the President has understood that "form" and "format" in this context are intended as interchangeable terms, encompassing both the information that the diploma contains and the particular way in which that information is presented and displayed. Supporting this interpretation is the absence of a clear policy basis for limiting the provost and executive vice president for academic affairs' delegated authority to the approval of diploma "format" (as opposed to diploma "content"), with the president retaining authority for approving changes to the diploma "content."

Academic Senate Regulation 730

Academic Senate Regulation 730 reads as follows:

Except as specified in Regulations 732 [relating to the form and content of Certificates of Honors at Graduation], 734 [relating to the qualifications for, and the form and content of, Certificates of Resident Study for foreign students], 735 [relating to certificates of completion of a graduate curriculum], and 736 [relating to honorary degrees], each diploma, certificate or other formal academic testimonial proposed for regular use in the University by its agencies or officers is subject to the approval of the Assembly or its agent on recommendation of the Division concerned.

Production Specifications for University of California Diplomas

Diploma production was decentralized from the Office of the President to campuses in 1982. Campus should produce diplomas according to the Diploma Specifications.

Honorary Degrees

Regents Bylaw 29.1 and Regents Policy 2302 provide UC's policy on honorary degrees.