To be adopted:

The Executive Council of the Academic Senate, at its meeting held on May 8, 2017, received and reviewed the following proposal regarding Diploma Guidelines (including specializations):

Committee on Research 5/20/2017 - comments received
Graduate Council 4/11/2017 - comments received
CHASS Executive Committee 4/5/2017 - comments received
CNAS Executive Committee 4/21/2017 - comments received
GSOE Executive Committee 4/11/2017 - comments received
SPP Executive Committee 4/23/2017 - comments received
SOBA Executive Committee
SOM Executive Committee
BCOE Executive Committee

UNIVERSITY OF CALIFORNIA - RIVERSIDE
DIPLOMA GUIDELINES

DIPLOMA SPECIFICATIONS

<table>
<thead>
<tr>
<th>Paper Size</th>
<th>Gold Seal Size</th>
<th>Degrees</th>
<th>Point Sizes of Type</th>
<th>“University of California” Header</th>
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</thead>
<tbody>
<tr>
<td>8½&quot; x 11&quot;</td>
<td>2&quot;</td>
<td>Bachelor’s, Masters (including professional Masters), and Doctor of Philosophy</td>
<td>6, 14 &amp; 18</td>
<td>72 point, shaded lettering</td>
</tr>
<tr>
<td>8½&quot; x 11&quot;</td>
<td>2&quot;</td>
<td>Systemwide senate approved certificates¹</td>
<td>6, 14 &amp; 18</td>
<td>72 point, shaded lettering</td>
</tr>
<tr>
<td>11&quot; x 17&quot;</td>
<td>2½&quot;</td>
<td>J.D., LL.M., and “Doctor of ______” professional degrees</td>
<td>8, 18 &amp; 30</td>
<td>84 point, shaded lettering</td>
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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
ELECTIVE CONTENT: Subject to campus Academic Senate divisional approval of the program of study, campuses may include any of the following items on diplomas:

- Minor
- Specialization within major
- Concentration
- Designated emphasis

OTHER APPROVED ITEMS: Subject to campus Academic Senate divisional 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.
- Posthumous degrees

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.
April 5, 2017

TO: Dylan Rodriguez, Chair
    Academic Senate

FROM: Kate Sweeny, Acting Chair
    CHASS Executive Committee

RE: Campus Review: Campus Guideline Proposal Campus Guidelines Regarding Including Specialization on UCR Diplomas

The CHASS Executive Committee discussed the Campus Review: Campus Guideline Proposal Campus Guidelines Regarding Including Specialization on UCR Diplomas at the regular meeting on March 5, 2017. There were no objections and the committee approved the proposal.

Kate Sweeny, Acting Chair
    CHASS Executive Committee
April 21, 2017

To: Dylan Rodriguez, Chair
Riverside Division

From: Ward Beyermann, Chair, Executive Committee
College of Natural and Agricultural Science

Re: Campus Review: Campus Guidelines Regarding Inclusion of Specializations on UCR Diploma

On April 18, 2017, the CNAS Executive Committee discussed the proposed guidelines that allow specializations to be included on the diploma. During the discussion, strong support was expressed for the change, and it was pointed out that students are requesting this option. However, missing from the policy is UCR’s internal procedure for adding elective content. The process for determining the content and how it will appear on the diploma is not discussed. Also, a review procedure, involving the Senate, is needed to ensure that the additions are consistent with esthetic standards, clear in their meaning and distinguishable from other programs. Finally, there was a question about whether or not external content could be retroactively added to a diploma.

Sincerely yours,
Ward Beyermann, Chair
CNAS Executive Committee
March 20, 2017

To: Dylan Rodriguez, Chair
    Riverside Division

From: Richard Arnott, Chair  
      Committee on Research

RE: Campus Guideline Proposal: Campus Guidelines Regarding Including Specialization on UCR Diplomas

The Committee on Research has chosen not to opine on this review item.
April 11, 2017

To: Dylan Rodriguez, Chair
    Riverside Division

From: Ryan Julian, Chair
      Graduate Council

RE: Campus Review: Campus Guidelines Regarding Including Specializations on UCR Diplomas

Graduate Council fully supports the idea of including specializations/concentrations on the UCR diploma. However, the Council would like to know if there is a character limit for the diploma. Will the concentration/designated emphasis text be transmitted directly from Banner or will the Registrar’s office have the opportunity to clean up the name before the diplomas go for printing? Currently concentrations are very abbreviated in the system which may cause confusion if they are printed this way on the diploma. For example, the Public Policy concentration Economics, Sustainable Development and Poverty, Housing and Urban/Suburban Development is abbreviated in Banner as Econ, Sust Dev/Pov, Hous Dev.
April 11, 2017

TO: Dylan Rodriguez, Chair
    Riverside Division Academic Senate

FROM: Jan Blacher, Chair
      GSOE Executive Committee

RE: Proposed campus Guidelines Regarding Inclusion of Specialization on UCR Diplomas

The Executive Committee of the Graduate School of Education met to consider the campus proposal regarding guidelines for inclusion of specialization on UCR diplomas. The EC is largely in favor of allowing specializations on diplomas, for credential, MA, M.Ed. and Ph.D. degrees. The GSOE EC wondered whether program areas within the GSOE could elect to do this differently.
TO: Dylan Rodriguez, Chair
   Riverside Division
FR: Kurt Schwabe, Chair
   Executive Committee, School of Public Policy

RE: [Campus Review]: Campus Guideline Proposal Campus Guidelines Regarding Including Specialization on UCR Diplomas

Date: May 23, 2017

The Executive Committee of the School of Public Policy has reviewed and support the proposed guidelines for including degree specializations on UCR diplomas.