TO:               California State College Presidents

FROM:            Don M. Muchmore
                 Vice Chancellor

SUBJECT:   Diploma Format and Content

January 15, 1963

In response to your request, Chancellor Dunke informally discussed
diploma format and content with members of the Committee on Gifts
and Public Affairs of the Board of Trustees prior to their regular
meeting on January 10.

After considerable review and discussion, the Committee agreed that
the diploma should conform to Title V of the California Administrative
Code and be consistent with the Trustees' authority as the governing
board of the California State Colleges.

To implement the Committee's unofficial recommendations, we are
asking that future diplomas include the minimum contents as set
forth on the attached suggested examples.

Please note that format proposes four signatures as well as the
official seals of the California State Colleges and that of the
particular institution awarding the degree.

It was the consensus of opinion that the diploma design and deter-
mination of its size and shape should be a matter of discretion
with the individual colleges.

We trust that this item has been resolved to the satisfaction of
everyone concerned. After the new diplomas are printed, may we
have a sample of each for our files.

adv
Enclosures (2)
THE TRUSTEES OF THE CALIFORNIA STATE COLLEGES

on recommendation of the faculty of

__________________________ State College

have conferred upon

__________________________

the degree of Bachelor of ______________________

with all the rights and privileges pertaining thereto.

Given at __________ on the ________________ day

of __________, nineteen hundred and sixty ____________.

__________________________    ______________________
Governor and President    Chairman
of the Trustees            Board of Trustees

__________________________    ______________________
Chancellor                College President

Note: Diploma to include two official seals:
1. Seal of the California State Colleges
2. Seal of the college awarding degree
THE TRUSTEES OF THE CALIFORNIA STATE COLLEGES

on recommendation of the faculty of

________________ State College

have conferred upon

________________ (name) __________________

the degree of Master of ______ in__________

with all the rights and privileges pertaining thereto.

Given at_________ on the________________ day

of ________, nineteen hundred and ________.

________________ Governor and President of the Trustees
________________ Chairman Board of Trustees

________________ Chancellor _______________ College President

Note: Diploma to include two official seals:
1. Seal of the California State Colleges
2. Seal of the college awarding degree
The Trustees of
The California State University
on recommendation of the faculty of
California State Polytechnic University, Pomona
have conferred upon
John Sample Doe
the degree of
Master of Engineering

with all the rights and privileges thereto pertaining

Given at Pomona, California on the fourth day of September,
nineteen hundred ninety-two.