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March 10, 2006

MEMORANDUM

TO: CSU Presidents
FROM: Charles B. Reed
Chancellor *Charles B. Reed*
SUBJECT: Awarding of Multiple Degrees at a Single Commencement
— Executive Order No. 971

Attached is a copy of Executive Order No. 971, which allows the recording of multiple majors and degrees on diplomas. This executive order supersedes Coded Memorandum AA-72-12, which did not allow the awarding of more than one degree or diploma to an individual student at one commencement. Further, this executive order extends and updates the diploma format and content guidelines originally distributed in 1963 and reiterated in AA-72-12.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

Questions regarding this executive order may be addressed to Dr. Keith Boyum, Associate Vice Chancellor, Academic Affairs, at (562) 951-4712 or kboyum@calstate.edu.

CBR/CMH

Attachments

cc: Provosts/Vice Presidents for Academic Affairs
Chair, Academic Senate CSU
Chairs, Campus Academic Senates
Executive Staff, Office of the Chancellor

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Executive Order: 971
Effective Date: March 10, 2006
Supersedes: No Prior Executive Order
Title: Awarding of Multiple Degrees at a Single Commencement

This executive order is issued in conformity with Section 40400 of Title 5 of the *California Code of Regulations* and grants campuses the authority to record multiple majors and/or degrees on diplomas issued at a single commencement. Additionally, this executive order extends the guidelines for diploma format and content that were established in 1963.

1.0 Recording multiple majors or degrees

- 1.1 If a student has completed the requirements for two or more majors leading to the same baccalaureate degree, those majors shall be acknowledged on the diploma.
- 1.2 If a student has completed the requirements for two or more majors leading to different baccalaureate degrees, those degrees and the completed major or majors leading to each degree shall be acknowledged on the diploma.
- 1.3 If a student has completed concurrently the requirements for two or more degrees, at least one of which is a graduate degree, the campus may issue a single diploma acknowledging the degrees earned or a separate diploma for each degree earned.
- 1.4 If more than one major or degree is to appear on the diploma, the student shall be consulted regarding the order in which the student prefers the degree(s) and major(s) to appear.

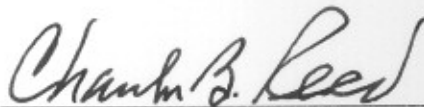
Illustrations are provided in Attachment A.

2.0 Guidelines for Diploma Format and Content

The diploma shall be issued in conformity with Section 40400 of Title 5 of the California Code of Regulations and shall be consistent with this executive order. The following guidelines shall be in effect:

- 2.1 If the diploma records one or more degrees awarded solely by the Trustees of the California State University, the diploma shall include the signatures of the governor of California, the chair of the California State University Board of Trustees, the chancellor of the California State University, and the president(s) of the campus(es) issuing the diploma. The diploma shall also bear the official seals of the California State University and of the campus or campuses issuing the diploma. If the diploma records a degree jointly awarded by the Trustees of the California State University and the governing board of another institution of higher education, the diploma shall include, in addition to the signatures and seals listed above, the signatures of appropriate officers of the collaborating institution and the institution's official seal.
- 2.2 The campus shall determine the design, size, and shape of the diploma.

Sample formats for diplomas are provided as Attachments B and C.



Charles B. Reed, Chancellor

Attachment A

Illustrative Samples of Degree Designations for Diplomas

If a student were to complete concurrently the requirements for majors in both History and English, each of which leads to a Bachelor of Arts degree, the diploma would read:

... the degree of Bachelor of Arts with majors in History and English

If a student were to complete concurrently the requirements for a major in Communication Studies leading to a Bachelor of Arts degree and a major in Graphic Design leading to a Bachelor of Fine Arts degree, the diploma would read:

... the degree of Bachelor of Arts with a major in Communication Studies
and
the degree of Bachelor of Fine Arts with a major in Graphic Design

If a student were to complete concurrently the requirements for a major in Computer Engineering leading to a Bachelor of Science degree and a Master of Science degree in Engineering, the campus could issue two diplomas, one for each degree, or one diploma that would read:

... the degree of Bachelor of Science with a major in Computer Engineering
and
the degree of Master of Science in Engineering

If a student were to complete concurrently the requirements for a Master of Science degree in Nursing and a Master of Public Health degree, the campus could issue two diplomas, one for each degree, or one diploma that would read:

... the degree of Master of Science in Nursing
and
the degree of Master of Public Health

If a student were to complete concurrently the requirements for a Master of Science degree in Nursing and a Master of Science degree in Nutrition, the campus could issue two diplomas, one for each degree, or one diploma that would read:

... the degree of Master of Science in Nursing
and
the degree of Master of Science in Nutrition

If a student were to complete concurrently the requirements for a Master of Arts degree in Education and an Educational Specialist degree in School Psychology, the campus could issue two diplomas, one for each degree, or one diploma that would read:

(Sample Undergraduate Diploma)

THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

On the recommendation of the faculty of

_____ [CSU Campus Name] _____

have conferred upon

_____ [Student Name] _____

the degree of Bachelor of _____ with a major in _____

with all the rights, honors, and privileges pertaining thereto.

Given at ___ [City] ___ on the _____ day

Of ___ [Month] ___, two thousand _____.

Governor and President of the Trustees

Chair, Board of Trustees

Chancellor

President [of the CSU campus]

Attachment C

(Sample Graduate Diploma)

THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

On the recommendation of the faculty of

_____ [CSU Campus Name] _____

have conferred upon

_____ [Student Name] _____

the degree of [Master *or* Doctor] of _____ in _____

with all the rights, honors, and privileges pertaining thereto.

Given at ___ [City] ___ on the _____ day

Of ___ [Month] ___, two thousand _____.

Governor and President of the Trustees

Chair, Board of Trustees

Chancellor

President [of the CSU campus]