

CERTIFICATE PROGRAMS

A. DESIGN FOR CERTIFICATE

1. The symmetrical design for the Certificate is preferred.
2. The size and style of the words "California State College, Long Beach" and "Certificate of Completion" should be the same as the size and style of lettering of these same words on the asymmetrical Certificate.
3. The overall size of the Certificate should be 8½ x 11 inches.
4. The size of the lettering should be reduced to allow for more white space, with all top and side margins one inch and free of any lettering.
5. Raise the phrase, "has completed all the requirements for the award of the Certificate of Completion in" to leave more space for the lettering or the printing of the name of the Certificate.
6. The title of the Program Director should be used instead of Coordinator of the Program and be printed on the Certificate.
7. There shall be two types of Certificates, identical in all respects except that one shall allow for the signature of the Director of Special Programs, in the case of inter-school programs, and one shall allow for the signature of the Dean of the appropriate School in the case of programs offered entirely within one School.
8. Other parts of the Certificate should remain as designed on the first choice Certificate.
9. Paper should be Meade Graphic Arts Parchment, Smooth, Brite White, Sub. 24-196.
10. Only one design, the final approved Certificate of Completion, should be used by all programs providing the Certificate of Completion.

B. PROCEDURES OF HANDLING THE CERTIFICATES

1. A statement of the completion of a specific Certificate should be typed in the Records Office on the student's permanent record card (transcript).
2. The name of the individual designated each year as the Director of each Certificate Program should be forwarded from each School to the Registrar of the College.
3. The name of the students who, each semester or each Summer Session, have completed each particular Certificate Program should be forwarded, as soon as possible, to the Registrar of the College.
4. The Certificate of Completion should be ordered by the Bookstore (following the same procedures as for Diplomas). A reasonable fee of \$1.00 or \$1.50 should be charged for each Certificate, and the students who earn the Certificate should be obligated to buy them.
5. The same procedures should be followed by the Records Office in sending out the Certificates of Completion as are now done in providing students with their Degree Diplomas.

Deemed Approved by the Academic Senate 5/15/70.

Approved by the President of the College 6/19/70.

Included in the General Information Section of the Faculty Handbook.

GENERAL INFORMATION

FACULTY HANDBOOK

Certificate Programs

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2. The size and style of the words: "California State College, Long Beach" and "Certificate of Completion" should be the same as the size and style of lettering of these same words on the asymmetrical certificate.
3. The overall size of the certificate should be 8½ x 11".
4. The size of the lettering should be reduced to allow for more white space, with all top and side margins one inch and free of any lettering.
5. Raise the phrase, "has completed all the requirements for the award of the certificate or completion in" to leave more space for the lettering or the printing of the name on the Certificate.
6. The title of the Program Director should be used instead of Coordinator of the Program and be printed on the Certificate.
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(AS (PEP) 70-23)