



## **Kutztown University Policy ACA-084**

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### **University Diplomas**

#### **A. Purpose**

The purpose of this policy is to specify the Kutztown University information to be included on student diplomas.

#### **B. Scope**

This policy pertains to all diplomas awarded to undergraduate and graduate students at Kutztown University.

#### **C. Key words and phrases:**

None.

#### **D. Policy & Procedure(s)**

The University will use a single design for all diplomas, but may alter the design for doctoral diplomas. The Chancellor shall, on behalf of the Board of Governors, approve the designs, in accordance with the following standards:

1. The diploma will bear the full legal name of the graduate.
2. The diploma will identify the appropriate degree designation(s) approved for the major program(s) completed by the student. These include the Bachelor of Arts; Bachelor of Science; Master of Arts; Master of Science; Master of Education; Doctor of Education, Doctor of Social Work; and, other such special or professional degree designations as may be approved by the Board.
3. The diploma will not identify the major field of study completed by the student except as it may be part of the degree designation (e.g., M.B.A.).
4. The diploma will bear Latin Honors, as appropriate (e.g., Cum Laude; Magna Cum Laude; Summa Cum Laude) at the baccalaureate level.

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5. The diploma size is 8.5 inches by 11 inches for undergraduate and graduate diplomas.
6. The diploma will reflect the full statutory title of Kutztown University and the Pennsylvania State System of Higher Education
7. The diploma will bear the name, title, and signatures of the following individuals:

Chair, Board of Governors  
Chancellor  
Chair, Council of Trustees  
University President

**E. Effective Date**

Fall, 2015

**F. Approved By**

University President – June 29, 2015

**G. Last Reviewed**

August, 2015  
August, 2016  
August, 2017  
August, 2018