



California State University, Stanislaus
Office of Academic Programs

**Procedures for Creating
the
Academic Certificate Award**

1. Program Coordinator notifies the Graduate School that students have completed all requirements for the certificate.
2. The Graduate School verifies that students have completed all requirements for the certificate.
3. The Graduate School notifies Randi Esau (ext. 6638, resau@csustan.edu) in the Office of Academic Programs that students have completed all requirements for the certificate and requests the initiation of the preparation of the academic certificates.
4. The Graduate School forwards the official certificate program title (50 characters maximum), student names, student id numbers, and signature names to Randi Esau, who has the required design of the academic award certificate.
5. The academic certificate includes the following information:
 - California State University, Stanislaus
 - Official name of the program
 - Student's full name
 - Date of the award
 - Signatures
6. Signatures on the academic certificate will vary. Normally, and as appropriate, the signatures include the
 - Department Chair or Program Coordinator
 - College Dean
 - Vice Provost (all programs) (*mandated signature*)
7. The cost of the certificate (certificate paper and presentation folder) is borne by the program awarding it. The certificate paper and presentation folders are provided by the Office of Academic Programs. Please provide an account number for payment of the paper/folders.
8. Academic certificates may not be issued without official approval by the Vice Provost for Academic Affairs.
9. The Office of Academic Programs will forward the official title of the certificate program, the names and id numbers of the students who have completed the requirements of the certificate program, and the date of the award to Enrollment Services.
10. Enrollment Services will place the certificate on the student's official transcript.
11. Allow two weeks for the preparation of the certificates.