

Graduate School Policies and Procedures: Certificates

:: Overview

This policy and procedure addresses an approval process for graduate level certificate programs. This policy is necessary as some programs require financial aid and transcript notation. There are three levels of Graduate Certificates – only **Levels One and Two** require this approval process.

Level One covers those certificate programs that act most similarly to degree programs – students are eligible to apply for financial aid and, upon completion, the certificate is notated on transcripts. **Level Two** certificates do not provide eligibility for financial aid but do allow transcripts to be notated. **Level Three** certificates, which require no approval by the graduate school, do not provide financial aid eligibility nor allow transcripts to be notated.

The following are the *minimum* requirements for the creation of a certificate program recognized by the Graduate School. Individual programs may adopt additional requirements beyond these.

:: Definition of a Certificate Program

A graduate certificate program consists of a set of graduate level courses determined by the department that results in a certificate of completion. There are three levels of certificates:

- **Level One Certificate Programs – Level 1** is for those programs that require financial aid eligibility for students and transcript notation. This level requires approval by the graduate school, admissions and records, and the Provost/Executive Vice Chancellor for Academic Affairs.
 - Outline
 - The certificate program is housed on the Student Information System with the **“CERT”** designation
 - The certificate is listed in the bulletin
 - Students are eligible to apply for financial aid
 - At the completion of the certificate, a notation is added to the student’s transcript that a certificate has been completed
 - All courses required for the certificate can be counted toward a degree program, as determined by the program administrator, if the student meets the requirements for regular admission
 - Application and Maintenance
 - Students are required to hold a bachelor’s degree from an accredited institution; the program is responsible for verifying each student has a bachelor’s degree
 - Students are required to maintain a 3.0 GPA once graduate courses are started
 - There must be a formal admissions process

- Students are required to complete an application which should include demographic information (name, address, phone and email), information on their last degree awarded, the certificate name and courses required, and the expected completion date.
 - Students are required to submit transcripts
 - Process for approval
 - The certificate program must be approved on the college/school level with the dean's signature on the attached form.
 - The certificate must require a minimum of 12 credit hours of graduate coursework as determined by each department
 - The admissions process must be clearly defined and outlined in the attached form
 - The certificate shall have a named director or academic advisor who monitors students progress
 - The certificate program shall have a clearly defined exit process when the student completes the certificate
 - The certificate request for approval form must be filled out and submitted to the Graduate School, Provost/Executive Vice Chancellor for Academic Affairs, and Admissions and Records for final approval.
- **Level Two Certificate Programs – Level 2** is for those programs that do not require financial aid eligibility but do require transcript notation. This level requires approval by the Graduate School, and Admissions and Records.
 - Outline
 - The certificate program is housed on the Student Information System as unclassified
 - The certificate is listed in the bulletin
 - Upon completion, a notation is added to the student's transcript that a certificate has been completed
 - All courses required for the certificate can be counted toward a degree program, as determined by the program administrator, if the student meets the requirements for regular admission.
 - Application and Maintenance
 - Students are required to hold a bachelor's degree from an accredited institution; the program is responsible for verifying each student has a bachelor's degree
 - Requires an admissions process as determined by the program
 - Process for approval
 - The certificate must be approved on the college/school level with the dean's signature
 - The certificate must require a minimum of 12 credit hours of graduate coursework as determined by each department
 - The admissions process must be clearly defined and outlined in the attached form

- The certificate shall have a named director or academic advisor who monitors students progress
 - The certificate program shall have a clearly defined exit process when the student completes the certificate
 - The certificate request for approval form must be filled out and submitted to the Graduate School, and Admissions and Records for final approval
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- **Level Three Certificate Programs – Level 3** is for programs that do not require financial aid eligibility nor transcript notation. This level does not require graduate school approval
 - The certificate of completion is processed by the department and all requirements are the responsibility of that department.

Creation of a Certificate Program Form
Please circle one of the following options: Level 1 or Level 2

In order for a graduate certificate to gain approval by the Graduate School, please fill out the form below and submit to the Graduate School. Requirements for a **Level 1** or a **Level 2** certificate program can be found in the Graduate School Policies and Procedures document.

Name of Certificate: _____ Department: _____

Courses recommended in order to complete the certificate:

Course: _____

Course: _____

Course: _____

Course: _____

Course: _____

1. Please describe the admissions process for the certificate?

2. Who is the director of the program? Who is the administrative contact?

3. Who is the academic advisor?

4. What is the exit process?

Requested by: _____ Date: _____

Department Chair
Approval: _____ Date: _____

College Dean approval: _____ Date: _____

Admissions and Records
Approval: _____ Date: _____

Graduate School Dean
Approval: _____ Date: _____

Approval of Provost/Executive Vice Chancellor for Academic Affairs (**Level 1 Only**):

Date: _____