

SPECIAL REPORT
of the
GRADUATE COUNCIL
concerning
**SUPPLEMENTAL GUIDELINES FOR
GRADUATE CERTIFICATE PROPOSALS**

Presented at the
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Supplemental Guidelines for Graduate Certificate Proposals

I. Approval Criteria

- A. The proposed curriculum must offer a clear and appropriate educational objective at the graduate level.**
- B. The proposed sequence of courses must express a clear educational objective to be achieved in an efficient and defined manner.**
- C. All courses must be graduate level (numbered 500 or higher) and taught by members of the Graduate Faculty.**
- D. A perceived need for such a certificate should exist. This provision might be defined in terms of either external markets (e.g., external demand for the skills associated with such a certificate) or internal academic needs (e.g., the need for a critical mass of students in a given discipline).**
- E. If the area of study for a certificate requires new courses, those courses must be approved by the Faculty Senate Course Approval process.**
- F. Proposals should be submitted following the Faculty Senate Program Approval Guidelines. Upon approval, the Graduate School will update its documentation and procedures to include the new certificate.**

II. Overlap

- A. Certificate requirements may overlap with requirements of a degree program and/or other certificates in whole or in part.**
- B. The extent of any overlap must be clearly described in the proposal.**
- C. If a certificate and a degree overlap with the same department, then the Registrar will note on the transcript that the certificate has been superseded by the award of the degree.**

III. Periodic Review Criteria (Every Five Years)

In general, certificates will be evaluated according to the following measures:

- A. Statistics on completion of the certificate program (i.e., number of students, matriculated and non-matriculated, time it took to complete the certificate).**
- B. Availability of courses, student enrollment per course, faculty teaching the courses, student evaluations.**

IV. Student Eligibility and Admission Criteria

Students must apply and be accepted into the graduate certificate program to be eligible to receive a certificate. The prerequisites and general criteria of eligibility for admission to any graduate certificate program include:

- A. An earned baccalaureate degree or its equivalent from a regionally accredited college or university. The Graduate School requires a transcript or other certified proof of a bachelor's degree.**
- B. Each certificate program sets other requirements for admission, including minimum grade point average, standardized test scores, and other similar criteria as part of the application.**
- C. Students who wish to pursue a graduate certificate must apply using the "Certificate Application Form" and be admitted to the certificate program by the Graduate Dean. Students are encouraged to contact the certificate program coordinator prior to applying.**
- D. All students who wish to pursue approved graduate certificates must be admitted to the certificate program before a second graduate certificate course is completed (i.e., students may complete one certificate course as a non-degree student but then must apply and be admitted to the certificate program before the end of the semester in which they register for the second course. If they are not admitted at this point, any additional completed courses will not count toward the certificate).**
- E. Certificate-seeking students not currently enrolled in a degree-granting graduate program will be admitted into a separate classification within the University, and will be classified as "Graduate Certificate Students."**
- F. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students to remain in "good standing."**
- G. All graduate certificate students must meet all prerequisites for courses in which the wish to enroll.**
- H. Should a graduate certificate student subsequently apply for and be accepted into a degree-granting program, up to 15 credits earned as a graduate certificate student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree-granting program. Upon completion of the degree, the statement "the --- certificate is superseded by the award of the --- degree" will be added to the transcript entry which notes the awarding of the certificate.**
- I. A certificate program may choose to admit only students already enrolled in a degree program at the University or may include both degree and non-degree students. The expectation must be stated in the certificate proposal.**

V. Graduation Certificate Requirements

- A. Students must successfully complete certificate requirements as established by the University.**
- B. Students must submit a Certification Completion form. Degree-seeking students must submit this form before or concurrently with the Degree Eligibility form. Non-degree students must submit this form no later than one semester after completing their certificate coursework.**
- C. Students must have been awarded a bachelor's or higher degree prior to admission to the certificate program.**
- D. Transcripts will note participation in and completion of certificate program.**
- E. The Graduate School will produce and distribute the certificate.**

The following is Graduate School internal processing:

SPIRE Graduate Certificate recording:

- 1. Each certificate is program**
- 2. Each enrolled student is admitted through a special certificate enrollment process**
 - a. Application**
 - b. Application fee**
 - c. Bachelor's transcript**
 - d. Departmental decision recommendation**
 - e. Graduate Dean's admission**
- 3. Statute of Limitations is set (probably 2-3 years)**
- 4. A new program stack within the GRAD career is created**
- 5. In first semester, an enrollment fee is charged**
 - a. Amount needs to be set – similar to Graduate Entrance Fee**
- 6. Students are not required to be enrolled each semester but must complete certificate within 2 years unless the certificate program requests a longer time limit**
- 7. Registration for certificate courses follows same deadlines as all other registrations**
- 8. Students may take 1 course as a non-degree student that can be transferred to the certificate program**
- 9. Students already enrolled in a degree program should file a certificate program application as early as possible and in all cases at least one semester prior to the award of the certificate**
- 10. Students are not guaranteed the certificate upon successful completion of the courses unless they have also been accepted to the certificate program**
- 11. Successful completion is determined by approval of the Certificate Eligibility Form by the certificate program director and by the Graduate School**
- 12. Transcript notation will be made by the Graduate School**
- 13. Certificates will be ordered and distributed by the Graduate School**
- 14. Completion of certificates will be verified by the Graduate School**

MOVED: That the Faculty Senate approve the Supplemental Guidelines for Graduate Certificate 23-09 Proposals, as presented in Sen. Doc. No. 09-023.