

1 | **Policies & Regulations**
2 | **Academic Affairs**
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Graduate Certificate Programs		
Number:	TBD	New Policy
Effective Date:	2/1/2012	Major Revision of Existing Policy
Revised Date:		Minor/Technical Revision of Existing Policy
Responsible Division/Department:		Reaffirmation of Existing Policy
Academic Affairs / The Graduate School		

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5 | **I. OBJECTIVE & PURPOSE**

6 | This policy establishes the guidelines for graduate credit-bearing certificate
7 | programs.

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10 | **II. STATEMENT OF POLICY**

11 | Credit bearing, graduate certificate programs are comprised of related courses
12 | that constitute a coherent body of study within a discipline. These programs
13 | must be approved through the university and faculty governance processes.
14 | Furthermore, these programs must establish student-learning outcomes and
15 | assess the extent to which students achieve these outcomes. This is done via
16 | the Graduate Academic Learning Compact (GALC). Additional information about
17 | the assessment of learning outcomes can be found in the GALC policy. GALC
18 | must be developed for all graduate certificate programs.

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21 | The number of graduate credits within a graduate certificate program cannot be
22 | less than 9 or more than one-half of the credits necessary for a related master's
23 | degree.

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25 | Students pursuing a graduate certificate will be required to meet the same
26 | academic requirements as those defined for degree-seeking students to remain
27 | in "good standing".

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29 | All graduate certificate students must meet all prerequisites for courses in which
30 | they wish to enroll.

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33 | **Application of Credits towards Degree programs**

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35 | When concurrently enrolled in a graduate degree program, and with the
36 | approval of the sponsoring college, students can apply required coursework to
37 | both the graduate certificate program and, if applicable, their chosen graduate
38 | degree program. Students cannot return for a retroactive certificate award
39 | following graduation. Students who have graduated from a degree program
40 | and wish to return to pursue a graduate certificate will need to apply to the
41 | Graduate School, and the specific certificate program, and pay a new application

42 fee. ~~Credits awarded and used towards prior degrees cannot be used towards a~~
43 ~~graduate certificate.~~

44
45 If a student later returns to UNF to earn a graduate degree, up to 12 hours of
46 UNF credit earned as a graduate certificate student may be applied to satisfy
47 graduate degree requirements. Any application of such credit must be approved
48 by the degree-granting college graduate program and must be appropriate to
49 the program. It should be noted that not all programs allow credit earned as
50 part of a graduate certificate to be applied towards a similar graduate degree.

Comment [LR1]: NOTE: Based on last month's discussion, this statement was edited with the strike through and the addition of "graduate program".

51 52 53 **Completion of program requirements**

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55 Students are subject to the individual requirements of the graduate certificate
56 program and will need to complete at least fifty percent of the required
57 coursework in residence at the university (e.g., face-to-face, distance learning).
58 Successful completion of the graduate certificate program will be noted on the
59 student's official transcript separately from his or her degree program.

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61 The graduate certificate is not viewed as a guaranteed means of entry into a
62 graduate degree program.

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63 64 65 **III. STATEMENT OF PROCEDURES**

66 67 **Admissions to Graduate Certificate Programs**

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69 Currently enrolled UNF students who wish to pursue a graduate certificate
70 program are required to apply through the graduate school and be accepted to
71 the desired program in accordance with program-specific admissions criteria.

72 **No application fee is required.**

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74 Non-UNF students who wish to pursue a graduate certificate program are
75 required to apply through the graduate school and be accepted to the desired
76 program in accordance with program-specific admissions criteria. **An**
77 **application fee will be required.**

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79
80 1. All students applying for graduate level certificate programs will submit
81 an application to The Graduate School. ~~Students must apply and be~~
82 ~~admitted to a graduate certificate program prior to earning more than~~
83 ~~one-half of the required courses for the certificate.~~
- 84 2. The Graduate School will refer the application to the appropriate
85 department for an admission decision.
- 86 3. Each program will develop its own admission criteria for certificate
87 programs.
- 88 4. Acceptance to the graduate certificate program is dependent on student
89 eligibility and, if required, departmental approval.

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Comment [LR2]: Following last month's discussion at Grad Council and follow-up review of current graduate policies and procedures, this statement has been removed.

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Certificate and Transcripts

Once the program coursework is satisfied the student may be eligible to receive a document acknowledging completion that is separate from a diploma conferral. Printing and conferring all completion documents from university certificate programs will be the sole responsibility of the Registrar and the Office of Enrollment Services Processing. All materials required to print and package the completion documents will also be housed within the Enrollment Services Processing Office.

