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April 7, 1985  
NUMBER: 85-08  
FILE: CERTIFICATES

6 The following policy was recommended by the Academic Senate in its meeting of March 14,  
7 1985, and received the concurrence of the President on April 5, 1985. This policy is also  
8 incorporated in the University Curriculum Handbook.

9 **SUBJECT: CERTIFICATE PROGRAMS**

10 A Certificate Program is a coherent grouping of courses from one or more disciplines. Such a  
11 Program may provide an application focus in a particular field of study, or a multidisciplinary  
12 focus on a specific topic or area. A certificate provides formal recognition by the University that  
13 the course of study involves substantial exposure to the field or topic. A Certificate Program will  
14 differ substantially in focus from a degree program, although certain common courses may be  
15 applied to both degree and certificate courses of study. Certificates, however, are not awarded  
16 by the University prior to awarding of a bachelor's degree. The Writing Proficiency Examination  
17 must be passed before awarding of a Certificate.

18 A Certificate neither credentials nor licenses the student, nor does it guarantee the ability of  
19 the student to put into practice what has been studied. By conferring a Certificate, the University  
20 validates the course of study as being a substantial exposure to the main features of the field or  
21 topic.

22 Extension and/or transfer credit, approved by the Program/Department Chair, may comprise  
23 no more than one-fourth of the course-work applied to an undergraduate Certificate or no more  
24 than one-sixth of the course-work applied to the Graduate Certificate. Course-work applied to  
25 the Certificate Program must show evaluations with traditional letter or number grading (e.g., A  
26 through F through 0 grade points) except for courses graded C/NC only. Credit earned by  
27 correspondence, examination, and/or experiential portfolio may not be applied to the Certificate  
28 Program.

29 The requirements in effect for the Program will be those published in the University Bulletin at  
30 the initiation or at the completion of the course-work applied to the Certificate, as determined by  
31 the students choice when he/she files for awarding of the Certificate.

32 When a student is accepted into the Certificate Program, an official course of study is to be  
33 approved by the Program Advisor, the Program/ Department Chair, the School Dean, and  
34 forwarded to the Records Office. Copies of the Course of Study Form will be kept by the  
35 Program/Department Chair and the School Dean for use in the periodic program evaluation  
36 required by Councils. The student will file a Request for Certificate Form at the time of filing for  
37 Graduation Check if the Certificate is to be awarded concurrently with the bachelor's degree, or  
38 at least one semester prior to awarding of the Certificate, if a bachelor's degree has already been  
39 awarded.

40 **UNDERGRADUATE CERTIFICATE PROGRAMS**

41 Course-work is at the undergraduate level and must include at least 18 units of study, of  
42 which at least 15 shall be at the upper-division level. Undergraduate course-work requirements  
43 for Certificate Programs are determined by the School or Schools offering or participating in the  
44 various Certificate Programs. (A maximum of two 500-level courses may be acceptable in the  
45 same manner that 500-level work may be used for the bachelor's degree and subject to the  
46 same limitations as to class standing and grade point average.) A program may specify a

47 maximum time for completion of the requirements. A grade point average of at least 2.0 must  
48 be maintained in the Certificate Program course-work. The Program shall include a basic core of  
49 at least three courses common to all students awarded the Certificate. (The core may include  
50 "either/or" choices between two alternatives for one or two of the three required core courses.)

## 51 GRADUATE CERTIFICATE PROGRAMS

52 Acceptance in a Graduate Certificate Program requires a bachelor's degree from an accredited  
53 university, a passing score in the University Writing Proficiency Examination, and at least a 2.5  
54 grade point average in the most recently completed 60 units. Course-work is at the graduate  
55 level (500/600), with undergraduate courses acceptable if they are asterisked in the University  
56 Bulletin as acceptable for graduate work, subject to all limitations which follow.

57 The Graduate Certificate Program must include at least 18 units of study, of which at least 12  
58 must be at the 500/600 level. A grade point average of at least 3.0 must be maintained in the  
59 course-work applied to the Graduate Certificate. The Program shall include a basic core of at  
60 least 3 courses common to all students awarded the Certificate. (One of these three core courses  
61 may include an "either/or" choice between-two alternatives.) Courses in directed research,  
62 directed reading, internship, independent study may comprise no more than 3 units total on a  
63 Graduate Certificate Program. Thesis and student teaching may not be used. A Certificate  
64 Program must be completed within five calendar years from its initial course-work.

## 65 CERTIFICATE PROGRAM REVIEW

66 Proposals for establishing Certificate Programs are approved by the President of the University  
67 after review of curricular and administrative framework and recommendation by the appropriate  
68 Council and the Academic Senate. Programs housed within a Department or School will be  
69 reviewed in the same program review cycle as degree programs within that Department or  
70 School and according to guidelines for Review of Certificate Programs. Multi-disciplinary  
71 Certificate Programs offered jointly by more than one School will be reviewed according to a  
72 special five-year cycle established by the appropriate Council.

73 The Certificate Program Chair shall be tenured/tenure track faculty member with a full-time  
74 assignment for the full academic year. The Chair is responsible for academic advising,  
75 coordination of course offerings, processing of Course of Study forms, and  
76 preparation/submission of Program Review materials.

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78 **EFFECTIVE: IMMEDIATELY**

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