

POLICY ON CERTIFICATES

I. RATIONALE

Many students want to study areas not covered by traditional degree programs to increase professional competence, to acquire paraprofessional training, to change careers, or to promote personal enrichment. A baccalaureate or master's degree, or second baccalaureate or second major may be inappropriate for them, yet they may still deserve recognition for their work. To meet the needs of these students the University has established this Policy on Certificates.

II. KINDS OF CERTIFICATES

A. Certificate of Completion

The Certificate of Completion is awarded for successfully completing a planned educational experience (workshop, conference, short course, or seminar) designed for specific academic objectives. Any new course offered for this Certificate must undergo the usual school process for new course review and recommendation. Course work may be offered either for credit or non-credit. For course credit, the appropriate university criteria for contact hours and student valuation will apply. Responsibility for approval of programs for this Certificate will rest with the Dean of the School.

B. Certificate of Special Study

The Certificate of Special Study is awarded for successfully completing a structured program -of educational experiences, at least twelve semester units, determined in advance by a department or school, and consisting of upper division (100-199) courses, professional (300-399) courses, and related activities designed to meet the educational objectives of specific groups of individuals. The appropriate university criteria for contact hours will apply. If the program consists of non-credit course work, at least 120 contact hours are required. The usual university review, recommending, and approval processes for all new academic programs will be required for certificate programs of this type. Approved programs will be described in the University General Catalog.

C. Certificate of Advanced Study

The Certificate of Advanced Study is awarded for successfully completing a structured program at least twelve semester units of graduate (200-299) courses, upper division (100-199) courses, and professional (300-399) courses determined in advance by a department or school, designed to meet the educational objectives of specific groups of individuals. Students must be eligible for unclassified, post-baccalaureate standing. The usual university review, recommending, and approval process for all new academic programs will be required for certificate programs of this type. Approved programs will be described in the University General Catalog.

Approved by the Academic Senate
Approved by the President

May 1982
May 1982