Guidelines for Academic Credit Certificate Programs

This policy covers only academic credit certificate programs. This policy does not apply to professional certificate programs (that do not carry academic credit), certificates of completion of courses, workshops, or seminars, or certificates of appreciation. For the remainder of these guidelines, academic credit certificate programs shall be referred to as certificate programs.

Definition:

According to The CSU Certificates and Certificate Programs Policy (https://calstate.policystat.com/policy/15032342/latest)~~Executive Order 806, http://www.calstate.edu/EO/EO-806.pdf~~, "a certificate program provides a set of learning experiences concentrated in a specific
set of educational goals." Certificate programs are normally oriented toward occupations and/or career skills. ~~Executive Order 806~~The Policy lists some possible learning goals of certificate programs, including increasing knowledge in a career area, providing initial knowledge designed for entering a new career, providing knowledge for emerging career opportunities, and providing an organized set of knowledge within a discipline. Additionally, certificates are meant to signal specialized distinction above and beyond the degree itself.

Certificate programs may only be offered to state-side matriculated students. Certificates may not be eligible for Financial Aid, and departments should consult with the Office of Academic Programs and relevant curriculum guides for further information.

Certificate programs must meet a demonstrated student and/or workforce demand and follow a fiscally responsible design. Departments are encouraged to build certificates on existing course offerings, and to consider developing interdisciplinary certificates.

Requirements
Departments and interdisciplinary groups may develop certificate programs. A faculty coordinator shall be assigned to each certificate program.

At least two-thirds of the units for a certificate must be completed at Cal Poly Pomona. All completed attempts are included in GPA. No courses may be taken credit/no credit.

Courses in the certificate may have prerequisites, but programs must either include these prerequisites within the certificate, require them as admissions criteria, or waive the requirement for students in the certificate program.

Undergraduate Certificate Program

- In order for a student to be eligible, at least 6 units of coursework must be distinct from their program of study.
- The program must include a minimum of 9 units, and a maximum of 12 units.
- At least 6 of the units must be upper division. No units may be graduate units.
- Students must earn a 2.0 GPA in all coursework attempted.

Graduate Certificate Program

- In order for a student to be eligible, at least 6 units of coursework must be distinct from their program of study.
- Only unconditionally admitted graduate students may enroll in graduate certificates.
- The program must include a minimum of 6 units, and a maximum of 9 units.
- A maximum of 3 units may be at the 4000-level, and remaining units must be numbered 5000 or above.
- Students must earn a 3.0 GPA in all coursework attempted.

Certificate programs are comprised of a coherent set of university-level courses considerably narrower in scope than a major. Some certificate programs may be subsumed within a minor, and some may of themselves constitute a minor program. Two types of academic certificate programs may be offered:

Fundamental: Designed to provide students with undergraduate coursework designed to meet specific educational needs which may have a professional application.

Advanced: Designed to provide post-baccalaureate students with coursework leading to a specific educational goal which generally will have a professional application.

Departments, colleges, and interdisciplinary groups may develop certificate programs. The programs are most often provided through extended education, but also may be offered through regular session. A faculty coordinator shall be assigned to each certificate program. If the program is interdisciplinary, each department involved shall have an assigned program advisor.

Admissions: Students enrolled in regular session or special session degree programs or teacher credential programs may complete regular session certificate programs as part of their studies. Students must enroll through Extension to earn a special session certificate.

Students seeking a certificate must apply for admission according to the guidelines set forth by the entity offering the certificate program. Students may not be admitted conditionally to any certificate program. Departments may consider the applicability of coursework that is over seven years old. To be admitted to a fundamental certificate program, students must have graduated from high school, have earned a Certificate of General Education Development (GED), or have passed the California High School Proficiency Examination. To be admitted to an advanced certificate program, students must have a bachelor's degree and have earned a GPA of 2.5 in their last 45 quarter units or be approved by the Program Coordinator. Programs may set higher, or require additional, admissions requirements.

Financial Aid: For students pursuing a certificate exclusively to be eligible for financial aid, the certificate program must be at least 45 units, one academic year in duration, and prepare students for gainful employment in a recognized occupation. Students enrolled in a fundamental certificate program must be enrolled for at least 6 units per quarter.

~~Students in an advanced certificate program must be enrolled in at least 4 units per quarter.~~

~~**Requirements**: At least two-thirds of the units for a certificate must be completed at Cal Poly Pomona (including courses taken through the College of the Extended University). All completed attempts are included in GPA. Grade forgiveness may be applied to a maximum of four units taken to satisfy the requirements of certificate programs. No courses may be taken credit/no credit. Students may use courses to satisfy major requirements, minor requirements, and certificate requirements. Credit by examination is permitted in accordance with established university regulations.~~

~~Fundamental Certificate Program~~

- ~~The program must include a minimum of 16 units, and a maximum of 45 units.~~
- ~~At least half of the units must be upper division. No units may be graduate units.~~
- ~~The program must contain a core of 16 units. The remaining units may be elective.~~
- ~~A course may be repeated only once, and a maximum of 8 units may be repeated.~~
- ~~Students must earn a 2.0 GPA in all coursework attempted.~~

~~Advanced Certificate Program~~

- ~~The program must include a minimum of 12 units, and a maximum of 45 units.~~
- ~~Two-thirds of the courses must be numbered 500 or higher. None of the courses may be numbered 299 or lower.~~
- ~~The program must contain a core of 12 units. The remaining units may be elective.~~
- ~~A course may be repeated only once, and a maximum of 4 units may be repeated.~~
- ~~Students must earn a 2.5 GPA in all coursework attempted.~~

~~Students may not receive both a certificate and a minor in the same discipline (defined as emphasis, option, or major if there are no options or emphases). Students may not receive a fundamental certificate in a discipline in which they have already received a bachelor's degree or higher. Students may not receive an advanced certificate in a discipline in which they have already received an advanced degree.~~

Program Completion:

Candidates for certificates shall be responsible for filing an application with the Registrar's Office, no later than the last term of study for the certificate. In no circumstances may matriculated ~~students enrolled in regular session or special session degree programs~~ complete ~~regular session~~ certificate program requirements after the completion of degree requirements.

~~Successful completion of certificate programs will be recognized with a certificate awarded by the University.~~ Completion of the certificate will be noted on the student's transcript. The director of the certificate program shall be responsible for verifying a student's satisfactory completion of the academic requirements of the certificate program, completing a verification form, and submitting the form to the Registrar's Office.

Certificate Proposal Process:

Proposals shall go through ~~regular~~ standard curriculum approval process, including review at the department, college, ~~and~~ dean, and university ~~'s~~ levels. New programs must be approved by the Academic Senate and the President, while curricular revisions of approved programs are subject to Office of Academic Programs review. ~~They shall be submitted to the Office of Academic Programs for verification that all guidelines have been followed. Proposals for certificate programs that are subsets of previously approved major or minor programs will be directed to the University Curriculum Committee. Academic Programs will prepare a referral for proposals for all other certificate programs for consideration by the Academic Senate. Final approval shall be given by the President for such proposals before implementation.~~

All proposals will need to include a budget projection that includes information on course offerings (including available space in existing courses or rotation for new courses), student demand, and other one-time or ongoing expenses. Templates, resources, and other guidance will be provided by the Office of Academic Programs.

A certificate proposal shall include the following components:

1) Basic Info
- a) Name of the department/college
- b) Full and exact title of the certificate
- c) Program total units
- d) Program Description
- e) Application criteria
- f) Accreditation Requirements (if appropriate)

2) Justification
- a) Proposed audience
- b) Demonstrated need for program (e.g., student demand)
- c) Comparison to CSU offerings
- d) Workforce Projections

3) Curriculum

a) List courses by catalog number, title, units of credit, and requisites
b) Completion Requirements
c) Two Year Schedule

4) Assessment Plan
a) Program goals and objectives
b) Student Learning Outcomes
c) Curriculum Matrix
d) Assessment Timeline

5) Other needs
a) Existing Resources (e.g., library, technology, facilities)
b) Faculty

6) Additional resources required

7) Budget projection

~~**1) Name of the department/college**~~

~~**2)**~~

~~**3) Full and exact title of the certificate**~~

~~**4)**~~

~~**5) Program Description**~~

~~**6) Accreditation Requirements**~~

~~**7)**~~

~~**8) Justification**~~

~~**9)** Reason for proposal~~

~~**10)** Proposed audience~~

~~**11)** Similar offerings at other CSU campuses~~

~~**12)** Workforce Projections~~

~~**13)** Student Demand~~

~~**14) Curriculum**~~

~~**15)** List courses by catalog number, title, and units of credit as well as the total units to be required under the proposed certificate~~

~~**16)** Completion Requirements~~

~~**17)** Two Year Schedule~~

~~**18) Assessment Plan**~~

~~**19)** Program goals and objectives~~

~~**20)** Student Learning Outcomes~~

~~**21)** Curriculum Matrix~~

~~**22)** Timeline~~

~~**23) Admission criteria**~~

~~**24)**~~

~~**25) Existing Resources**~~

~~**26)** Faculty~~

~~**27)** Facilities~~

~~**28)** Technology~~

~~**29)** Library~~

~~**30)**~~8) ~~**Additional resources required**~~