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), "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. 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.

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 students complete certificate program requirements after the completion of degree requirements.

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 standard curriculum approval process, including review at the department, college, dean, and university 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.

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