





- (1) **Definition:** Certificate programs are classified as “Other” if no academic credit or grade is awarded for completion of courses in the program.
- (2) **Jurisdiction:** College of International and Extended Studies oversees in consultation with the AVP of Undergraduate Studies, the WASC liaison officer.

### **General Guidelines for Academic Certificate Programs**

- 1) Self-supporting certificate programs, both basic and advanced, credit and non-credit, will be administered by International and Extended Studies, but curricular reviews will be overseen by either the Office of Undergraduate Studies or Office of Graduate Studies and Research, depending upon the curricular level of the program.
- 2) Academic certificate programs are available to matriculated (regular or special session status) and non-matriculated (Open University) students. Students seeking a certificate in matriculated status must apply for admission and will be evaluated at the university level with respect to the applicable (graduate or undergraduate standards) entrance requirements and then according to the approved requirements set forth by the individual certificate program. A department or program can propose more restrictive requirements subject to approval by UGS for basic or GS&R for advanced certificates.
- 3) Non-matriculated students:
  - a. Advanced Certificates: Non-degree-seeking students who meet

- 5) Certificate programs that are classifiable as “Academic” that do not meet the criteria for this policy must be discontinued or go through a review process prior to Fall 2015.

**. Specific to Academic Basic Certificate Programs**

**Requirements**

- 1) Basic certificate programs must include a minimum of 9 units of coursework. Programs may require that all pre-requisite coursework has been completed prior to enrolling in the basic certificate program.
- 2) Basic certificate programs may include lower-division and upper-division courses numbered 1 through 199.
- 3) A clearly stated assessment plan with learning outcomes must be included in the certificate proposal.
- 4) Unless otherwise stated in the catalog, courses taken as part of an SJSU Academic Certificate program can be applied to an approved major, minor, or emphasis program where one is required for the student’s degree.
- 5) Unless otherwise stated in the catalog, courses taken for a major or minor may be applied to a basic certificate program upon approval from the basic certificate program director.
- 5) The grading option of credit/no credit is available for courses in basic certificate programs consistent with university grade basis policies for the type of course.
- 6) Students must have a minimum GPA of 2.0 in basic certificate coursework in order to be awarded a certificate. However, Departments or comparable units may elect to set more stringent standards to ensure the quality of certificate holders with respect to the program.
- 7) The adviser for (or director of) the program is responsible for verifying a student’s satisfactory completion of the academic requirements established for the program and for forwarding a copy of the verification form to the Office of the Registrar. The Office of the Registrar records the completion of the program on the student’s transcript and forwards the signed certificate to the director for distribution to the student.

**Specific to Academic Advanced Certificate Programs**

**Requirements**

- 1) Advanced certificate programs must include a minimum of 9 units of coursework.
- 2) Advanced certificate programs must be comprised of courses numbered 100 through 299.
- 3) Coursework for an advanced certificate must not duplicate in content and level the student’s prior educational experience (i.e., undergraduate coursework).

- 4) A clearly stated assessment plan with learning outcomes must be included in the proposal.
- 5) With the approval of the department or school, units may be applied to both an advanced certificate program and a graduate degree program offered by the department.
- 6) All certificate programs must be constructed solely with courses taken through San José State University.
  - a. The choice of grading requirements may have implications for transferability to degree programs.
  - b. Students must maintain a minimum GPA of 3.0 in all advanced certificate coursework, with no less than the grade of "C" in any course. Only 3 units of coursework with a grade of "C" can count toward an advanced certificate. A maximum of 3 units of coursework may be repeated. The grade used for the GPA for the advanced certificate is the average of the initial grade and the grade upon repeating the course.
- 7) Units in charge of an Academic certificate program should establish at least one adviser to oversee certificate programs within the unit. One adviser should be assigned to oversee the program even if inter-departmental. The adviser for (or director of) the certificate program is responsible for verifying a student's satisfactory completion of the academic requirements established for the program and for forwarding a completed copy of the verification form to Graduate Admissions and Program Evaluations (GAPE). After review, GAPE notifies the Office of the Registrar which then records the completion of the program on the student's transcript and forwards the signed certificate to the adviser or director for distribution to the student.
- 8) These guidelines constitute minimum standards for advanced certificate programs; departments may propose additional requirements for approval by the Graduate Studies and Research Committee.

### **Admission**

- 1) Admission to an advanced certificate program requires a bachelor's degree from an accredited institution, with a major in the appropriate field(s) of study, as well as a GPA of at least 2.5 (where A=4).
- 2) There is no conditional admission to advanced certificate programs.
- 3) The units offering advanced certificate programs may specify subject matter and/or coursework prerequisites for admission into the certificate program. Such prerequisites must be listed in the university catalog. Prerequisite courses or equivalent experience must demonstrate current and appropriate preparation as determined by the program. All portions found not to be current or relevant in terms of these requirements must be taken again (for a letter grade) prior to admission. All other grading regulations of the graduate school apply to the

courses in the certificate programs, e.g., the prohibition against taking graded classes pass/fail.

- 4) Where appropriate, some form of portfolio presentation, performance audition, or other evidence of specific competence may be required for admission. Such
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- b. Upon approval, the department or school reviews are then submitted with a copy of the proposal to the appropriate curriculum committee(s) and college dean(s) for review and approval.
  - c. Upon approval of the college deans, a copy of the proposal (along with reviews from departmental/school and deans) is submitted to the Chair of the appropriate operating committee.
    - i. If the program contains any 200 level courses, the materials are referred to the Chair of the Graduate Studies and Research Committee for review.
    - ii. If the program does not contain any 200 level courses, the materials are referred to the Chair of the Undergraduate Studies Committee for review.
    - iii. Within one week, the Chair of the committee will determine if the Committee needs to review the proposal. If not the proposal and accompanying reviews are submitted to the Provost via the appropriate office (GS&R for programs with 200 level courses or UGS for proposals with 100 level programs) with a statement from the Chair specifying that a review from their committee was not necessary.
  - d. If review by the appropriate operating committee is necessary, the Chair of the operating committee will send, recommendations from the committees, along with the proposal and accompanying reviews, to the Provost via the appropriate office (GS&R for programs with 200 level courses or UGS for proposals with 100 level programs)
  - e. The Provost makes the final decision on whether or not to approve the certificate program.
- 5) Review process for existing certificate programs
- a. Substitution, deletion, or addition of courses to the program requires a full review process as outlined in 4) above.
  - b. Reviews of existing certificate programs will be undertaken as part of the program planning process.

Approved: May 5, 2013

Vote: 7 for, 0 against, 2 abstentions

Present: Patricia Backer, Shannon Bros-Seemann (Chair), Peter Buzanski,  
Jean-Luc Desalvo, Rebecca Feind, Dennis Jaehne, Winifred Schultz-  
Krohn, Pamela Stacks, Elizabeth Weiss

Absent: Peter Lee, Annette Nellen, Patricia Swanson

Financial Impact: Certificate programs have the potential to increase revenue if students enroll through open university or special session.

Workload Impact if certificate programs are developed or adopted:

1. The development of certificate proposals will require one faculty member to oversee each program.
2. Proposals will increase the number of materials for review and approval for curriculum committees, Chairs/Directors, Deans, UGS or GS&R and the Curriculum and Research committee.
3. Faculty time will be required to review the existing certificate programs during program planning.
4. CMS and Enrollment Services need to establish a matriculation method for certificate students and need to develop a mechanism for reporting certificates on student transcripts.
5. There is a potential for an increase in workload distribution dealing with regular and special sessions impacting faculty, their chairs, and their departments.
6. As per executive order 1047, special session students cannot enroll in the same course or section as regular session students, additional courses will be required for special sessions; these courses may be taught as faculty overload or as bought out faculty time through special sessions.
7. Library staff time to review all proposals.