

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
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**S16-17, University Policy, Academic Certificate Programs:
Review and Approval Process**

Legislative History: Rescinds S12-5, S13-10, Amended by

Process for Academic Certificate Programs and S13-10--Policy Recommendation,
Modify the Review and Approva

recognized institution from a foreign country). Students must have an undergraduate GPA of at least 2.5 (where A=4). A department or program can propose more restrictive requirements subject to approval by the GS&R committee.

- a) Non-matriculated students who complete an advanced certificate program solely through Open University are required to send copies of this documentation to CPGE wherein this information will be retained and tracked by CPGE. Matriculated advanced certificate students that go through a formal university admissions review will have the said documentation retained and tracked at the Graduate Admissions and Program Evaluations (GAPE) office within CGS.
 - b) Departments/programs offering advanced certificate programs may specify subject matter and/or coursework prerequisites for entrance 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 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).
 - c) Where appropriate, some form of portfolio presentation, performance audition, or other evidence of specific competence may be required by departments. Such criteria will also be listed in the catalog.
- 8) The advisor/director of the certificate program is responsible for verifying
- of the academic requirements established for the program and for forwarding the certificate completion form to GAPE. After a review and evaluation, GAPE then
- 9) Courses taken in the advanced certificate program expire 7 years from the point of grade posting. A maximum of 3 units may be revalidated in accordance with S17-7, if permitted by department or program policy, for an advanced certificate program.

department that offered the class must administer an assessment of knowledge. The assessment could be an oral exam, written exam, research paper, or of any other kind of format approved by the department. The assessment must be evaluated by the faculty member who taught the original course, by one who has taught the course at another time, or by one who has reasonable knowledge of the course content. Note that any course(s) that may be applied to a graduate degree program are also subject to expiration 7 years from the date of original grade posting.

