

POLICIES AND PROCEDURES FOR GRADUATE CERTIFICATE PROGRAMS
(Adapted from CGS Model Guidelines)

Introduction

1. Graduate certificate programs may be created within the structure of the Graduate School.
2. Students may be awarded these certificates upon completion of a well-defined program of coursework.
3. The graduate certificate is not defined as a degree by the Graduate School; rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. Certificate programs should have published descriptions and marketing materials that will make this distinction clear to possible applicants.
4. Addressing the criteria and procedures below will provide a rationale for the educational needs and objectives to be fulfilled by the certificate program.

A. Development of New Graduate Certificate Programs

1. Programs are initiated by individual department(s) and college(s) and approved according to a college's New Course/Program Approval process.
2. Once a program has been approved by department(s) and college(s), a conditional "fast track" approval may be granted by the Dean of the Graduate School and when appropriate, the Dean of Extended Education. Following the "fast track" approval, the program is submitted to the Graduate Education Committee for review and approval.
3. Programs are to be distinguished from professional certification programs offered by professional associations or other organizations. Programs should include the certification title, program descriptions to be published, and marketing materials that reflect the distinction between the program and certifications offered by professional associations. These materials must make it clear to potential applicants that the certification program being offered will not lead to a certification by a professional association.
4. A program may or may not contain the word certificate, depending on the tradition in the discipline(s) proposing the program.
5. The proposed sequence of coursework for a program must offer a clear and appropriate educational objective at the post-baccalaureate level.
6. The costs of a program will be absorbed by department(s) or funded by College Dean(s) and/or Extended Education.
7. Programs may or may not be listed in the *Graduate Catalog*.

B. Criteria for Program Administration

1. The programs may be either freestanding or as add-ons to existing degree programs.
2. The program proposal will address the question of the impact of the graduate certificate program on any related degree programs. Programs should incorporate existing courses whenever possible.
3. For consideration by the Graduate School, proposed new graduate certificate programs must contain the following information:
 - a. A statement of the educational objectives of the program
 - b. A statement of the proposed course sequence associated with the certificate
 - c. A statement of how the proposed course sequences associated with the certificate will meet the stated educational objectives
 - d. A statement outlining who will administer the program

C. Curriculum Criteria

1. Graduate certificate programs must be at the post-baccalaureate, the post-master's or the post-doctoral level.
2. The number of graduate credits must be at least 12 semester hours and not more than one-half of the credits necessary for a related degree from the Graduate School.
3. No transfer credit will be allowed, but departments could substitute courses to eliminate overlap.
4. All certificate requirements must be met within five years unless the graduate dean on the recommendation of the chairperson of the department offering the certificate approves an extension of time.
5. Programs may be delivered by distance learning where appropriate.
6. Interdisciplinary certificate programs are encouraged.
7. Requirements of the program that are in addition to coursework, including but not limited to laboratories, practica, internships, projects or theses, must be clearly identified.
8. Courses included in the certificate program are to be taught by Graduate Faculty.
9. Students may apply credit from certificate programs to a Master's, Specialist, or Doctorate degree at Ball State University.
10. Students must achieve at least a 3.0 GPA in the certificate program to receive a certificate.

11. No course with a grade below a 2.0 can be counted toward a graduate certificate.
12. The student's official transcript shall contain not only the listing of courses taken in this program, but will also indicate successful completion of the program.
13. Students will receive a printed certificate acknowledging their completion of the program.

D. Admission Requirements

1. Applicants pursuing only a certificate program will be admitted as non-degree students. Students who complete a certificate, however, can apply these hours to a degree-granting program upon receiving department approval.
2. Admission requirements for certificate programs must meet the minimum requirement for the Graduate School master's degree programs.
3. Students who are currently enrolled in the Graduate School and who wish to pursue approved graduate certificate programs must apply for admission to such programs before one-half of the required credits are completed.
4. Graduate students enrolled only in a certificate program may not hold a Graduate Assistantship.
5. Students may be enrolled full- or part-time in a certificate program.
6. Students who are currently enrolled in a graduate program of study leading to a degree who wish to pursue a simultaneous graduate certificate within the Graduate School must inform the certificate program coordinator and the Graduate School of their intent to seek the graduate certificate.
7. Completion of a graduate certificate does not guarantee admission into a graduate degree program.

[The document will be included in the *Faculty and Professional Personnel Handbook*.]