

Discussed and Approved by GPC on 8/30/21. Approved by Faculty Senate on 9/15/21.

From: Graduate Policy Committee

To: Faculty Senate

Date: 9/2/2021

Proposal: To insert one new sentence regarding graduate certificates into the Graduate Bulletin and into a document housed under OFDA

Proposed language to be added:

The sentence, "Completion of undergraduate courses will not count toward a graduate certificate."

Current language and location:

Location 1: Policy 3A-1: Certificates, Specialized Studies and Minors Policy- housed under the Office of Faculty Development and Advancement (OFDA). The full policy can be [reviewed here](#). This is the policy section related to the request:

"Program of Studies. The proposal must include the total number of credits required and specify the courses to be taken. Credit hour requirements for each certificate may vary from 12 to 21 credits. Specific courses may either be required or elective. Each certificate program must include at least one common course or capstone experience required of all its students. A matrix must be included that illustrates whether specific courses are required or elective, and who is responsible for teaching the courses. Appropriate advising services must be made available for all students enrolled in a certificate program. If a certificate program includes courses common to another certificate program, at least nine credits in each certificate program must be unduplicated in the other certificate program, absent justification provided to and approved by the relevant academic dean(s). Coursework used to fulfill the requirements of a certificate program may also be used to fulfill the requirements of an undergraduate major or minor. An undergraduate certificate shall not require the completion of graduate courses. **Completion of undergraduate courses will not count toward a graduate certificate.** Credit earned as part of a certificate program may or may not be transferable to an advanced degree program as determined by criteria established in the advanced degree program."

Highlighted sentence is the suggested addition.

Location 2:

Add the same statement in the Graduate Bulletin under the "Graduate Level Certificate Programs" Section on Page 76.