

Policies and Procedures Pertaining to Graduate Certificate Programs

A. Introduction

1. The graduate certificate is a focused collection of credit-bearing graduate courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. Courses within a certificate program may represent a practice-oriented subset of an existing graduate discipline. The Graduate School does not define the graduate certificate as a degree.
2. Students will be awarded these certificates upon successful completion of a well-defined program of coursework.
3. Graduate certificate programs shall be administered within the structure of the Graduate School.

B. Proposals for Graduate Certificate Programs

1. Proposals for new graduate certificate programs are created and submitted by constituent graduate faculty.
2. Programs may have their origin and be housed in departments that do or do not already house a master's degree program.
3. The title of any graduate certificate program must contain the word "certificate."
4. Regarding curriculum, the proposal should include:
 - a. A statement of the educational objectives of the program. It should indicate if the graduate certificate program is at the post-baccalaureate or the post-master's level.
 - b. A statement of the proposed course sequence and timeline for the completion of the certificate program, including titles and course descriptions both for existing courses and for any new courses that may be developed.
 - c. A statement of how the proposed course sequences associated with the certificate program will meet the stated educational objectives.
 - d. Requirements of the program that are in addition to coursework, including but not limited to laboratories, practica, internships, or projects.
 - e. Sample syllabi for all courses.
 - f. The number of credit hours, which must be 12 or greater for the certificate program.
5. All courses are part of the graduate curriculum of the University, unless the program is a collaborative effort with other colleges or universities.
6. New graduate certificate programs in areas where joint graduate programs are conducted with other universities will be endorsed in writing by the collaborating departments at the other institution.
7. Regarding faculty, the proposal should include:
 - a. The names of the faculty associated with or contributing to the certificate program, either by teaching one or more of the courses associated with the program or by participating in the design of the course sequence.
 - b. The proposal will address the extent to which roster faculty and adjunct faculty will be used in delivering the program.
 - c. A confirmation that all faculty members associated with the program are members of the Graduate Faculty.
8. Proposals must be accompanied by endorsement from the department chairpersons and deans of the colleges in which the contributing coursework is housed, as well as from those academic units whose students or programs could be impacted by the creation of the new graduate certificate.
9. There shall be a clear indication of the management structure of the program. Although the Graduate School and the relevant academic units (see Table 1 below) would normally administer such programs, other administrative structures may be created if appropriately justified.
10. The coordinator of the program shall be appointed by the department chairperson(s) for the purpose of communicating with the Graduate School and directing the program.

- a. Each department participating in an interdisciplinary program shall identify a faculty member to assist the coordinator (see Table 1 below) in administering the program.
11. Certificate program proposals shall address how the program will contribute to the diversity/inclusiveness of the University's programs and the students at Bradley University.
12. The proposal will address the resource requirements for the program.
13. The proposal will contain a statement of the need for the proposed program and the basis for such a need, supported by either externally or internally derived data.
14. The program proposal will address the question of the impact of the graduate certificate program on any related degree programs. For example, it should identify the extent to which the curriculum overlaps with the curriculum of existing degree programs.
15. The proposal will address the possibility of program delivery using distance education approaches.
16. The Executive Committee of the Graduate Faculty considers all graduate certificate program proposals for academic merit.
 - a. The proposed sequence of coursework must offer a clear and appropriate educational objective at the post-baccalaureate or post-master's level.
 - b. The proposed program will achieve its educational objective in an efficient and well-defined manner.
 - c. A demonstrated need for such a program must exist.
17. Proposals meeting the criteria set forth by the Graduate School must be approved by the following sequence of review: the Executive Committee of the Graduate Faculty, the Curriculum and Regulations Committee of the University Senate, and the University Senate.

C. Administration of Graduate Certificate Programs

1. Table 1 provides a summary of the Graduate School's and Program Coordinator's administrative duties.

Table 1. Administrative Responsibilities for Certificate Programs	
Graduate School	Program Coordinator
Receive and Process Applications	Recommend Students for Admission
Review Applications for Completeness	Conduct Program Orientation
Conduct University Orientation	Provide Content to Market the Program
Market the Programs in Collaboration with the Sponsoring College	Provide Graduate Catalog Copy
Monitor Student Progress and Flag Probation	Advise Students
Insure All Requirements Met for Completion	Monitor Student Course Work
Issue Certificates of Completion	Insure Academic Requirements Met for Completion

2. All graduate certificate programs will be reviewed within the course of regular program assessment and review, as defined by the Provost and VPAA and the University Strategic Planning Committee.
3. Certificate program modification or deletion will follow the same procedures used by graduate degree programs.

D. Student Eligibility and Admission Criteria

1. An earned baccalaureate degree or its equivalent from a regionally accredited college or university is required for admission to a post-baccalaureate program. An earned master's degree or its equivalent from a regionally accredited college or university is required for admission to a post-master's program.
2. 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 completing the second course required by the certificate program.
3. Courses that satisfy the requirements for a certificate program may be used to satisfy the requirements for a master's degree at the discretion of the degree program coordinator/director.
4. Courses taken prior to admission to a certificate program are not a guaranteed means of admission to that certificate program or to a graduate degree program. Admission to or completion of a certificate program may be used as evidence in support of a student's application for admission to a graduate degree program, but the certificate itself is not a prerequisite and does not guarantee admission.
5. All courses used to satisfy the certificate program requirements must be taken at Bradley University unless the certificate program is taught jointly with another institution.
6. Students admitted to a graduate certificate program will be required, at a minimum, to meet the same academic requirements as those defined by the Graduate School for degree-seeking students. Individual departments may apply more stringent academic requirements.
7. The student's official transcript shall contain the listing of courses taken in this program and will also indicate successful completion of the program.
8. The student will be required to complete the certificate program within the time limit specified for graduate programs by the Graduate School.
9. Students enrolled will have access to the same campus services as other graduate students.
10. Students seeking only a graduate certificate will not be eligible for financial aid.
11. The Graduate School will issue the certificates of completion.
12. Students completing a certificate program will not participate in the University's commencement exercises. Programs may provide certificate awards ceremonies if they so desire.