



University Policy Statement

UPS 410.115

ACADEMIC CREDIT CERTIFICATE PROGRAMS

A certificate is any official, printed document, signed by an administrative officer and bearing the name or seal of the University, which testifies to academic achievements or experiences different from those recognized by the usual diplomas. An academic credit certificate program is a course of study which exceeds the requirements of a one-semester course. Academic credit certificate programs shall not substitute for majors, minors or credentials in established degree programs. Academic credit certificate programs may be offered as either state funded or self-supporting.

Certificate programs offered for academic credit shall be designated as professional or pre-professional:

Professional certificate programs shall contain exclusively upper-division or graduate-level coursework. Professional certificate programs shall require the possession of a bachelor's degree as a prerequisite or co-requisite.

Pre-professional certificate programs shall contain at least fifty percent upper-division level coursework. Pre-professional certificate programs require as a prerequisite the completion of an associate of arts degree or an equivalent number of units or appropriate experience and special needs.

A. PROPOSAL CONTENTS

Proposals for academic credit certificate programs shall be submitted according to the procedures and format established by the Office of Academic Programs for new options, concentrations, special emphases, and minors. If the proposal includes new courses, the proposed courses shall be submitted on the new course proposal form established by the Office of Academic Programs in consultation with the relevant committees. In addition, the following shall be included:

1. A program cost analysis when the program is offered in residence; or a budget justifying the fees charged when the program is offered through University Extended Education.
2. Criteria for admission, including description and justification of appropriate experience and special need if these are being used as prerequisites.
3. Summary of course descriptions (existing and proposed) and course prerequisites.
4. Specific recommendations as to how, and if, any certificate courses can be used in existing degree programs.
5. A sign-off sheet similar in form and function to a graduate degree study plan.

6. A mock-up of the certificate to be awarded when the certificate does not follow a previously approved format. The mock-up shall clearly indicate what is being certified (attendance, participation, recognition, competence). The mock-up shall include a signature block for the appropriate administrator certifying completion.

B. WSCUC NOTIFICATION

Once the Office of Academic Programs has received a complete proposal for an academic credit certificate program, the University Accreditation Liaison Officer or designee shall notify the WASC Senior College and University Commission (WSCUC) of the proposal.

C. ROUTES OF APPROVAL

Proposed new courses and programs shall be approved through established curricular procedures. The proposal shall be submitted for their recommendations to the college curriculum committee, the college dean, the Associate Vice President for Academic Programs, the Graduate Education Committee if appropriate, the Planning, Resource and Budget Committee, and the Academic Senate, which shall make the final decision.

D. PROGRAM COORDINATOR

The sponsoring academic unit shall designate a program coordinator who shall be responsible for maintaining appropriate records and for notifying the Registrar (or the Dean of University Extended Education, when appropriate) when a student has completed the program. The program coordinator shall be responsible for obtaining appropriate signatures on the certificate.

E. AWARD

After receipt of formal notification from the program coordinator, the Registrar shall note completion as part of the student's permanent record and shall transmit the approved certificate to the student.

Source: Curriculum Committee

EFFECTIVE DATE: April 12, 2019
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and ASD 17-105