

New Certificate Development Guidelines

A. Introduction

Proposals for new certificate programs are created and submitted through Curriculog by constituent faculty at the appropriate program level for campus review. Each proposal must include endorsement by all of the department chairperson(s) and dean(s) of the college or professional school(s) contributing to the organization and administration of the certificate. In the case of interdisciplinary certificate programs, the administrator ultimately responsible must be identified.

B. Criteria for Developing New Certificate Programs

Criteria for developing new certificate programs include the following:

1. A demonstrated need for the certificate must exist.
2. The proposed coursework must meet a clear and appropriate educational objective at the program's level.
3. The proposed program must achieve its educational objective(s) [learning outcome(s)] in a well-designed, cohesive, and timely manner.

The certificate program must comprise an appropriate number of credit hours.

Graduate:

The number of graduate credits may not be less than nine semester hours, or more than one-half of the semester hours necessary for a related graduate degree.

Undergraduate:

The number of undergraduate credits may not be less than twelve semester hours or more than one-half of the semester hours necessary for a related undergraduate degree.

C. Review and Approval of New Certificate Programs

Graduate:

The Graduate Curriculum Committee (GCC) reviews certificate proposals and submits them to the Graduate Council for approval. The Graduate Council considers the merit of all graduate certificate proposals, and makes recommendations for approval/disapproval of graduate action items to the chancellor. Once approved by the Graduate Council, the certificate proposal is reviewed by the Educational Policies and Planning Committee (EPPC), which makes recommendations to the Faculty Senate. The Faculty Senate provides formal faculty advice to the chancellor. The Academic Council reviews Graduate Council actions and Faculty Senate resolutions and makes recommendations for approval/disapproval to the chancellor.

Undergraduate:

The Undergraduate Curriculum Committee (UCC) reviews certificate proposals and submits them to the Faculty Senate for approval through Curriculog. The certificate proposal will be reviewed by the Educational Policies and Planning Committee (EPPC), which makes

recommendations to the Faculty Senate. The Faculty Senate considers the merit of all undergraduate certificate proposals and makes recommendations for approval/disapproval through resolutions to the chancellor. The Academic Council reviews the Faculty Senate resolutions and makes recommendations for approval/disapproval to the chancellor.

D. Certificate Program Review

All certificate programs will be reviewed within the course of regular undergraduate and graduate program assessment and review.

Policies Governing Certificate Admission

A. Introduction

Students may be awarded certificates upon completion of a well-defined program of coursework. The certificate program is not defined as a degree, 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. However, the certificate is not viewed as a guaranteed means of entry into a degree program. While courses comprising a certificate may be used as evidence in support of a student's application for admission to a degree program, the certificate itself is not considered to be a prerequisite. The didactic material encompassed within a certificate program may represent a more practice-oriented subset of an existing discipline. The title of any certificate program may or may not contain the word "certificate," depending on the tradition in the discipline proposing the program.

B. Policies Governing Certificate Admission Criteria and Subsequent Admission to Undergraduate Degree Programs

The certificate admissions criteria and policies governing the relation of certificates to undergraduate degree programs include the following:

1. Admission to ECU and enrollment in an academic program are required.
2. Each certificate program sets the minimum admissions requirements for the certificate (e.g., grade point average, minimum TOEFL scores, standardized test scores, work experience). All certificate candidates must be informed at the time of their acceptance that admission to and completion of a certificate program does not supersede the admission requirements to a major program of study should they subsequently apply to that major.
3. Each undergraduate program must decide which, if any, certificate courses can be counted toward the undergraduate major. Unless prohibited by a degree or certificate program, credit hours earned toward major requirements may count toward certificate requirements. The

certificate student must be informed at the time of admission into the certificate program how many semester hours can be shared with an undergraduate major.

4. Undergraduate students currently enrolled in an undergraduate degree program may simultaneously pursue an undergraduate certificate, if approved by their academic advisor or undergraduate program director.
5. Final certification for the credential to be awarded is processed by the Office of the Registrar using the student's Degree Works audit. The certificate will be awarded to a baccalaureate student upon completion of the degree program or to a post-baccalaureate student upon completion of the certificate hours.
6. Students pursuing an undergraduate certificate will be required to meet the academic retention requirements approved by the certificate program.

An undergraduate certificate student may enroll on either a part-time or a full-time basis, as determined by the certificate program director.

The rationale for requiring formal enrollment in undergraduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students access to the desired undergraduate courses.

C. Policies Governing Certificate Admission Criteria and Subsequent Admission to Graduate Degree Programs

The certificate admissions criteria and policies governing the relation of certificates to graduate degree programs include the following:

1. An earned baccalaureate degree, or its equivalent from a regionally accredited college or university, is required.
2. Each certificate program sets the minimum admissions requirements for the certificate (e.g. grade point average, minimum TOEFL scores, standardized test scores, work experience). All certificate candidates must be informed at the time of their acceptance that admission to, and completion of, a certificate program does not supersede the admission requirements to a degree program should they subsequently apply to a graduate degree program.
3. Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the department offering the degree program.
4. Graduate students currently enrolled in a graduate degree program may simultaneously pursue a graduate certificate if approved by their graduate program director and the certificate program director. The electronic *Request to Add a Certificate* form must be submitted by the student to obtain proper permissions for pursuit of the certificate. This form is electronically routed to the graduate program director, the certificate program director, and

the Graduate School for permissions before being sent to the Office of the Registrar to become part of the student's academic record.

5. Certificate-seeking graduate students who are not currently enrolled in a master's program must apply and be admitted as certificate seeking students into a separate classification within the Graduate School, as "Certificate Graduate" students. This separate classification will permit keeping of university-wide statistical and enrollment data for certificate programs and will allow inclusion of such efforts in the annual reports and academic planning. Successful completion of a certificate program will be noted on the student's transcript and a certificate will be issued by the Office of the Registrar.
6. With the support of the graduate program director, up to one-third of the credit hours in a graduate certificate may be transferred from a regionally accredited college or university, but in all cases, students must earn at least one-half of the credit hours in a graduate certificate at East Carolina University. Programs may set lower transfer hour limits. (*Graduate Council, December 8, 2014*)
7. Students pursuing a graduate certificate will be required to meet the academic retention requirements approved by the Graduate Council for the certificate program.

A certificate graduate student may enroll on either a part-time or a full-time basis, as determined by the certificate program coordinator. Certificate graduate students enrolled as non-degree students will not be eligible for graduate assistantships. Not all certificate programs are approved for financial aid; the list of approved certificates is maintained by the Office of Student Financial Aid.

The rationale for requiring formal enrollment in graduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students equal access to the desired graduate courses. Departments and programs are better able to plan offerings of the appropriate graduate courses if they are aware of the upcoming demand for such courses. This demand can best be gauged by knowledge of the number of students in the program. By registering as graduate students, the certificate-seeking students will have timely access to graduate courses offered by departments and schools.

Approved
10/26/2017 UCC
11/01/2017 GCC
11/10/2017 EPPC
11/14/2017 Faculty Senate Resolution #17-77
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