TO: The Academic Senate
FROM: The Committee on Instruction and Curriculum (CIC)
SUBJECT: 16-17 CIC 119: Undergraduate Certificate Programs

ACTION REQUESTED: That the Academic Senate approve the policy for undergraduate certificate programs below to be placed in the Fall 2018 University Catalog

BACKGROUND INFORMATION:
There are currently no separate policies or criteria for undergraduate and graduate certificate programs. There is currently a general certificate program section in the Undergraduate Admission and Degree Information section of the University Catalog, but no mention of certificate programs in the Graduate/Post-Baccalaureate Admission and Degree Information chapter. In light of 16-17 CIC 97, the Committee felt it necessary to write a policy for undergraduate certificates for inclusion in the Catalog.

At its meeting on May 15, 2017, the Committee voted ______ to recommend approval of this policy.

PROPOSED POLICY

Undergraduate Certificate Program Requirements

A certificate program is a coherent set of academic courses, considerably narrower in scope and objectives than a degree or major, for which students can receive a certificate upon its successful completion. Most certificate programs are oriented toward occupations and/or career skills. A certificate program must contain at least 12 units of courses numbered 300 or above and a minimum of 15 total units. Each certificate program must contain a required core of at least three courses and 9 units. With faculty advice, special certificate programs may be available. See the General Education: Interdisciplinary Studies and Special Certificates chapter of this catalog.
Students must receive a grade of “C” or better in each course applied to the program. Only one course may be taken “CR/NC” in a certificate program not counting courses for which that is the only grading pattern for the course. At least 75% of the units must be taken at Cal State East Bay. (For certificate programs, Cal State East Bay courses may be taken through University Extension or as a regularly admitted and enrolled student.) Students who have already received a major, option, or minor with the same title are not eligible for the certificate.

No student is required to complete a certificate program. Completion of a certificate program is recognized by the awarding of a certificate. There is no notation about the program on either a diploma or permanent record. (The courses will, of course, be on the student’s transcript.) Students may pursue a certificate program before, during, or after your baccalaureate degree. Unlike a minor, a certificate is not part of a degree.