TO: The Academic Senate

VIA: The Committee on Instruction and Curriculum (CIC)

FROM: Graduate Programs Subcommittee

SUBJECT: 16-17 CIC 97: Graduate Certificate Programs

ACTION REQUESTED: That the Academic Senate approve the policy for graduate 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. The CIC Graduate Programs Subcommittee felt it was appropriate for there to be a specific graduate certificate program policy in the semester University Catalog, and thus proposed the policy below. CIC reviewed and voted to approve the policy at their meeting on April 24, 2017.

PROPOSED POLICY

Graduate Certificate Programs

Admission to a Graduate Certificate Program

Students who are already enrolled in the University as post-baccalaureates (i.e., pursuing a graduate degree or credential program) may apply to a graduate certificate program. Students who are not already enrolled may apply to the University as a post-baccalaureate classified student. Applicants for graduate certificate programs must meet the minimum requirements for admission to graduate and post-baccalaureate studies that are outlined in the Graduate Admissions and Program Information section of this catalog. Applicants should also see the
graduate certificate chapters of this catalog for additional admissions criteria for each specific program. It is recommended that the student seek admission, if appropriate, to a degree program within the sponsoring department so that graduate units may be taken, where permitted, for later application to the degree. No more than 9 units (or 70 percent for master’s programs that are over 30 units) taken in classified post-baccalaureate status may be applied towards the requirements of a graduate degree.

**Graduate Certificate Program Requirements**

A graduate certificate program is a coherent set of academic courses, considerably narrower in scope and objectives than a degree, for which you can receive a certificate upon its successful completion. Most certificate programs are oriented toward occupations and/or career skills. Each certificate program must contain a minimum of 12 units. For programs that include undergraduate courses, the minimum is 15 units. Any undergraduate courses must be at the upper-division level. Only one course below the 600-level may be taken “CR/NC” and no graduate course may be taken “CR/NC” in a certificate program unless that is the only grading pattern for the course. Students must take at least 75% of the courses and all 600-level courses 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.)

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 permanent record.)