The Graduate Certificate

Description

The graduate certificate program normally consists of a coherent 12-15 hour program proposed by an academic unit and approved by the Graduate Council. Students may apply credits earned in a certificate program toward a graduate degree program either in conjunction with or after the certificate has been awarded. Up to six hours taken in post-baccalaureate status may be applied to the certificate with the approval of the coordinator. Programs may allow, but are not required to allow, up to six hours of transferred credit. All course work applied to a certificate must be completed within four years.

Admission Requirements

1. A bachelor’s degree from an accredited university.
2. Written application to Graduate Admissions accompanied by the application fee in effect.
3. GPA required for entry into a master’s degree program.
4. Official transcripts

Also, some programs require standardized test scores, a personal statement, or may have prerequisites or other requirements as specified.

Proposal Format (No New Courses Required or Proposed)

TITLE:

A. Summary – (To include the statement that the program is to be added using existing courses only.)

B. Catalog Copy

1. Program Description – requirements for completion of the program.

2. Admission Requirements

C. Justification

1. Need for program.

2. Impact Statement (To include how the program affects the department’s graduate program, any interdisciplinary programs (if applicable), and the Charlotte region.

D. Letters of support and consultation.
Procedure for Certificate Program Approval

1. The originating unit files the proposal simultaneously with the appropriate college or colleges and with the Graduate School. The originating unit should also notify the Registrar when a proposal is submitted, so that DBD codes, etc., may be established.

2. Approval by the appropriate college committees and deans and the Graduate Council are forwarded to the Dean of the Graduate School (DGS). The DGS, having determined that all appropriate consultations have been conducted and that the home college has approved the proposal in wording consistent with that approved by the Graduate Council, forwards the recommendation to the Provost.

3. If the Provost approves the program, this is communicated by memorandum to the proposing unit and others consulted. The proposal is also placed by the FEC on the Faculty Council consent agenda, but it can be provisionally implemented by the Provost as soon as she or he approves it.

4. The proposing unit and the DGS will work cooperatively to ensure timely consideration by all involved.

5. Certificate programs will be approved for a five-year period. They can be renewed or modified through the same procedure as new programs, or can be ended at an earlier date at the discretion of the Provost if they are no longer justified by strong enrollments.

6. If the proposed certificate includes courses not yet approved by faculty governance, the new courses must be approved through the normal faculty approval process before they can be offered in the certificate program.