

ATTACHMENT 2

Kansas State University Undergraduate Academic Credit Certificate Policy

Recommended by CAPP, 9-11-13

Approved by FS Academic Affairs Committee, with revisions, 10-1-2013

Change from:	Change to:	<i>FOR COMPARISON:</i>
<p style="text-align: center;">KSU Certificate Program Proposal Approved Policy for a KSU Certificate Program (Recommended by CAPP, 7-13-05, approved with a friendly amendment by Academic Affairs, 9-20-05, approved by Graduate School 04-04-06, approved by Faculty Senate 05-09-06)</p>	<p style="text-align: center;"><u>Kansas State University</u> <u>Undergraduate Academic Credit</u> Certificates</p>	<p style="text-align: center;">GRADUATE CERTIFICATE PROGRAMS</p>
<p>A KSU "Certificate" program emphasizes a focused specialty area of study as a part of or beyond the requirements for bachelors, masters, and doctoral degrees.</p> <p>It must increase the knowledge and skills of individuals.</p> <p>It must be validated by a specified assessment process.</p> <p>The department and college that provide a certificate program must provide for approval the:</p> <ol style="list-style-type: none"> 1) Purpose, 2) Requirements, 3) Desired outcomes, 4) Assessment procedures, 5) Estimated budget and staff required, and 6) Evidence of approval of their certificate program through internal academic channels. <p>Effective Date: Fall 2006</p>	<p>A <u>Kansas State University Undergraduate Academic Credit</u> Certificate emphasizes a focused specialty area of study.</p> <p><u>The program</u> must increase the knowledge and skills of individuals.</p> <p><u>The program</u> must be validated by a specified assessment process.</p> <p><u>Undergraduate academic credit certificates require approval through the Faculty Senate curriculum approval process.</u> The department and college that <u>propose an undergraduate academic credit certificate program</u> must provide for approval the <u>following information:</u></p> <ol style="list-style-type: none"> 1) Purpose (<u>clear and appropriate educational objective</u>), 2) <u>Evidence of demonstrated need or demand for proposed certificate,</u> 3) Requirements, 4) Desired outcomes, 5) Assessment procedures, 6) Estimated budget and staff required, and 	<p>A. DESCRIPTION</p> <p>A certificate of graduate study is a non-degree credential designed to provide students with specialized knowledge that is less extensive than, and different from, a master's program. A certificate program represents 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.</p> <p>In the preferred model, students are enrolled in both a graduate degree program (master's or doctoral) and a graduate certificate program; the academic experience provided by the graduate certificate program is, therefore, interdisciplinary in nature. Some certificate programs are linked to specific graduate degree programs, such that they provide an interdisciplinary experience within a defined body of knowledge. It is equally acceptable that the certificate program should be appropriate for students in a range of academic programs. If a certificate program is free standing (i.e. not linked to a graduate degree program), students are</p>

7) Evidence of approval of their certificate program through internal academic channels.

GENERAL REQUIREMENTS

- Certificates will require no fewer than twelve credit hours.
- No more than 25% of total credit hours required for the certificate may be transfer credits.
- Minimum cumulative grade point average of 2.0 is required on courses applied to a certificate. A higher cumulative grade point average or minimum course grades of "C" or higher may be specified. All courses applied to the certificate must have letter grades. Courses with grades of "Credit" or "Pass" will not be applicable.

The department and college should also indicate whether or not the certificate can be obtained as a credential on its own (free-standing) or if the certificate may only be obtained by degree-seeking students at Kansas State University. If a specific degree program is required, it should be specified.

All free-standing certificate programs will share the following admission process and criteria unless additional/higher criteria are specified by the department and college.

ADMISSION

All certificate programs require admission to Kansas State University. Certificates to be completed as a free-standing program require admission to Kansas State University as a non-degree, certificate-seeking student.

Students who do not intend to become a candidate for a bachelor's degree at Kansas State University

admitted to the Graduate School as non-degree students.

B. ADMISSION AND GENERAL REQUIREMENTS

To gain admission to a certificate program, the student must be approved for admission both by the graduate faculty of the program and by the Graduate School.

In most instances, students will apply to a graduate certificate program after they are accepted into a graduate degree program within the Graduate School. In this case, the student should apply directly to the coordinator of the graduate certificate program, using the standard Graduate School application form.

In instances where the graduate certificate program is not linked with a graduate degree program, students will apply directly to the graduate certificate program. Upon approval by the program, the program coordinator will forward to the Graduate School a recommendation regarding admission as a non-degree student. In this case, the student must meet the entrance requirements for graduate study, including English language proficiency requirements as specified in Chapter 1; relevant documentation must be forwarded to the Graduate School before the student can be admitted.

The general requirements for graduate certificate programs are:

B.1 The program must include between 12 and 20 hours of graduate credit. Certificates linked to specific doctoral programs may have requirements

must apply for admission as a non-degree, certificate-seeking student. Such students must submit the admission application, application fee, and transcripts. Applicants must provide documentation of high school or GED completion and, if college courses have been attempted, official transcripts demonstrating a cumulative GPA of 2.0 or higher for all post-secondary coursework.

Students who later choose to pursue a bachelor's degree must apply for admission as a degree-seeking student.

Effective Date: Fall 2014

above the 20 hour maximum only if those additional hours would normally be a part of the program of study for the student's doctoral degree.

B.2 In any graduate certificate program, a minimum of 12 hours at the 600 level or above is required.

B.3 A minimum of two-thirds of the required credit hours for a graduate certificate must be completed at Kansas State University.

B.4 Upon approval of the student's supervisory committee, credit from a certificate program may be applied to a graduate degree program.

B.5 Courses may be used to fulfill requirements of more than one certificate program contingent on the requirements of each graduate certificate program.

B.6 Upon approval of the coordinator of the certificate program, credits earned before the student entered the certificate program may be applied to that program.

B.7 The minimum grade requirements for certificate programs are the same as those for graduate degrees. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

B.8 A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses for the approved list of courses in the certificate program. An approved list of courses must be on file in the Graduate School at the time the retake request is

		<p>submitted. If the course is retaken by the direction of the certificate program coordinator, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade.</p> <p>B.9 Students dismissed from a Graduate Certificate Program must petition for readmission. For the reinstatement procedure refer to Chapter 2, Section G, G.2 or Chapter 3, Section G, G.2.</p> <p>B.10 To be awarded a graduate certificate, the student (a) must not be on probation, (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework applied to the certificate, (c) must meet all the requirements of the Graduate School and the student's certificate program, (d) must be enrolled during the semester in which the certificate requirements are completed, and (e) must provide official transcripts for any approved transfer credits. Certificate programs may specify higher requirements.</p> <p>C. GUIDELINES AND PROCEDURES FOR APPROVAL OF GRADUATE CERTIFICATE PROGRAMS</p> <p>C.1 Introduction</p> <p>Graduate certificate programs may be created within the structure of the Graduate School. A certificate of graduate study is a non-degree credential designed to provide students with specialized knowledge that is less extensive than, and different from, a master's program. A certificate program represents a focused collection of courses that, when completed, affords the student some record of coherent academic</p>
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		<p>accomplishment in a given discipline or set of related disciplines.</p> <p>In the preferred model, students are enrolled in both a graduate degree program (master's or doctoral) and a graduate certificate program; the academic experience provided by the graduate certificate program is, therefore, interdisciplinary in nature. Some certificate programs are linked to specific graduate degree programs, such that they provide an interdisciplinary experience within a defined body of knowledge. It is equally acceptable that the certificate program should be appropriate for students in a range of academic programs. If a certificate program is free standing (i.e. not linked to a graduate degree program), students are admitted to the Graduate School as non-degree students. Whether linked or free-standing, certificate programs are not encouraged where they might detract from or cannibalize existing graduate degree programs. Rather, certificate programs are encouraged where they might provide value-added benefits to students in existing graduate degree programs or provide a needed educational initiative for post-baccalaureate students in an area not currently addressed by a graduate degree program.</p> <p>C.2 Process of Approval for New Graduate Certificate Programs</p> <p>Proposals for new graduate certificate programs may be created and submitted by constituent graduate faculty in the same manner as proposals for new graduate degree programs, except that all approvals are made internally at Kansas State University. Proposals must be accompanied by endorsement from the department heads and deans of the colleges in which the contributing</p>
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		<p>coursework is administered, as well as from those academic units whose students, courses, or programs could be impacted by the creation of the new graduate certificate. Proposals must be endorsed by the relevant College faculty in accordance with normal routing procedures for changes in curriculum.</p> <p>New graduate certificates in areas where joint graduate programs are conducted with other universities will normally be endorsed by the collaborating departments at the other institution as well. The Graduate Council considers all graduate certificate program proposals on their academic merit. Those meeting the criteria set forth by the Graduate Council are then recommended to the Faculty Senate for final approval.</p> <p>C.3 Criteria for Approval</p> <p>The following information should be included in the proposal for a new certificate program:</p> <ol style="list-style-type: none">1. The proposed sequence of coursework must offer a clear and appropriate educational objective at the post-baccalaureate level.2. The proposed program must achieve its educational objective in an efficient and well-defined manner.3. A demonstrated need or demand for such a program must exist. This provision may be defined in terms of either external markets (e.g., external demand for the skills associated with such a certificate) or internal academic needs (e.g., the need for a critical mass of
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		<p>students in a given discipline).</p> <p>4. The certificate program must include an appropriate number of credit hours, normally between 12 and 20.</p> <p>5. The Assessment of Student Learning Plan must be approved by the Graduate Council Assessment and Review Committee.</p> <p>The proposal is approved based on need and perceived program quality.</p> <p>C.4 Application Procedure for a New Certificate Program</p> <p>For consideration by the Graduate Council, proposed new graduate certificate programs must contain the following information:</p> <ol style="list-style-type: none">1. A statement of the educational objectives of the certificate program;2. A list of the courses associated with the certificate, including titles and course descriptions both for existing courses and any new courses that may be developed (course approval by normal channels may follow at a later date, as long as the resources are committed);3. A statement of how the courses associated with the certificate will meet the stated educational objectives;4. A statement of the need for the proposed certificate and the basis for such a need, supported by either externally or internally
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		<p>derived data;</p> <p>5. A description of the certificate program's administration, including coordinating/governing committees, additional requirements for membership on student supervisory committees if the certificate is linked with graduate degree programs, etc.;</p> <p>6. Estimated budget to support the certificate program;</p> <p>7. The names of the faculty associated with or contributing to the certificate program, either by teaching one or more of the courses associated with the program or participating in the design of the curriculum. Adjunct faculty members associated with the program should provide a current curriculum vitae;</p> <p>8. The name and address of the faculty member designated as the coordinator of the program; and;</p> <p>9. Student learning outcomes and assessment plan for the program;</p> <p>10. Endorsements from those academic units (including extension) whose students, courses, or programs could be impacted by the creation of the new graduate certificate.</p>
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