

**ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California**

**AS-774-14
RESOLUTION ON
GRADUATE CERTIFICATE MATRICULATED STUDENT REQUIREMENTS**

- 1 WHEREAS, AS-726-11 establishes and endorses University Guidelines for Academic Graduate
2 Certificate Programs; and
- 3 WHEREAS, AS-726-11 provides no guidelines for the application of credit earned by non-
4 matriculated students; and
- 5 WHEREAS, Graduate certificates are an academic, not a professional, certificate; and
- 6 WHEREAS, Non-matriculated students may take courses through Special Session, a program run by
7 Extended Education, a self-support program run by Extended Education; and
- 8 WHEREAS, Cal Poly general graduation requirements state that "students must be formally
9 admitted to the major in which they wish to graduate, and must matriculate, in order to
10 earn a degree;" and
- 11 WHEREAS, Students may currently complete all requisite courses in a graduate certificate program
12 without being matriculated; therefore be it
- 13 RESOLVED: That a 7th requirement be added to the Academic Graduate Certificate Programs
14 Specific Requirements stating that "Upon achieving 50% of the units that are applied
15 toward satisfaction of graduate certificate requirements, no further units will be
16 counted towards the graduate certificate for non-matriculated students"; and be it
17 further
- 18 RESOLVED: That enrollment for all non-matriculated students in the first course in Academic
19 Graduate Certificate Programs require the consent of the graduate certificate program
20 coordinator who will advise students of the matriculation requirements for the
21 certificate before enrolling students in the course.

Proposed by: Academic Senate Curriculum Committee
Date: October 24, 2013
Revised: January 14, 2014

REFERENCE MATERIAL

ACADEMIC GRADUATE CERTIFICATE PROGRAMS

(<http://www.academicprograms.calpoly.edu/content/academic-graduate-certificate-programs>)

INTRODUCTION

Academic graduate certificate programs are designed to provide a specialized area of study that meets the requirements for professional competence and to expand access to specialized knowledge. The subject matter is advanced and narrow in focus.

The programs are typically designed for working professionals who are seeking to advance their career opportunities by obtaining specialized knowledge in their field or in a new field.

This policy does not apply to Continuing Education Units (CEUs) or other non-credit certificate programs offered by Continuing Education. This policy does not apply to existing academic certificate programs at Cal Poly, including Teaching English as a Second Language (TESL), Technical Communication, Organizational Leadership, and Gerontology.

DEFINITIONS

An academic graduate certificate program:

1. declares that a student has satisfactorily completed a sequence of advanced academic courses that provide instruction in a stand-alone, coherent body of specialized knowledge; and
2. is designed to meet requirements for professional competence, expand access to specialized knowledge, or meet occupational needs for advanced interdisciplinary work.

AN ACADEMIC GRADUATE CERTIFICATE PROGRAM:

is a stand-alone program that is distinct from a specialization taken in conjunction with or as part of a degree program;

1. provides a set of learning experiences with a specific set of educational objectives;
2. consists of 12-24 quarter units (3-6 courses);
3. may be provided via Special Sessions (self-support) through Continuing Education (see Executive Order 1047); and
4. has a formal application process and a distinct matriculation.

SPECIFIC REQUIREMENTS

1. The educational background and prerequisites for admission into the graduate certificate program must be clearly stated.
2. The graduate certificate program advisor must verify that applicants have the appropriate and relevant background to meet the prerequisites of the program and to be successful in the program.

3. Admission to a graduate certificate program requires a bachelor's degree from an accredited institution with a major in a relevant field of study. The applicant must have attained a minimum GPA of 2.5 in the last 90 units attempted or have earned a GPA of at least 2.5 in the last degree completed. Work experience may substitute (at the discretion of the program) for the relevancy of the bachelor's degree and for the minimum GPA requirements.
4. Courses taken to satisfy the requirements of a graduate certificate program may be applied to the requirements of a graduate degree program; however, students must apply separately for admission into a graduate degree program.
5. Students who are enrolled only in a graduate certificate program are exempt from the continuous enrollment requirement for graduate students.
6. The graduate certificate program may allow a maximum of one 4-unit course in transfer credit, as determined by the graduate certificate program advisor.

ESTABLISHING ACADEMIC GRADUATE CERTIFICATE PROGRAMS

1. An academic graduate certificate program, and all its courses, must be approved by the Provost upon the recommendation of the Academic Senate through the regular curriculum approval process.
2. A graduate certificate program will generally consist of courses at the 500 level. No more than half of the courses may be at the 400 level. No course-work may be below the 400 level.
3. An Outline for Request for Approval of a New Graduate Certificate Program form is required. Form is found under Catalog and Curriculum Development section of Office of Registrar's Records Office Forms page.
4. The Financial Aid Office should be contacted prior to the establishment of a new graduate certificate program to ensure that federal regulations regarding "Gainful Employment" are satisfied.
5. Academic graduate certificate programs do not require approval by the CSU Chancellor's Office
6. Typically graduate certificate programs do not undergo WASC review; however, the WASC Accreditation Liaison Officer should be contacted to determine if the new graduate certificate program is subject to a WASC Substantive Change Review.
7. Academic graduate certificate programs will be published in the catalog.
8. A graduate certificate program will be required to undergo program review at a frequency determined by Academic Programs.

AWARDING AN ACADEMIC GRADUATE CERTIFICATE

1. A minimum GPA of 3.0 is required for successful completion of a graduate certificate program. Students may not elect to take courses required for the certificate as credit/no credit.
2. A graduate certificate program must be completed within 3 years.
3. The title of the graduate certificate will appear on the student's official transcript.
4. Completion of the graduate certificate program will be commemorated by a document bearing the University seal and signed by the program's college dean(s).

-Adopted by the Academic Senate March 8, 2011, Resolution AS-726-11

State of California
M e m o r a n d u m

CAL POLY
SAN LUIS OBISPO

To: Steven Rein
Chair, Academic Senate

Date: February 14, 2014

From: Jeffrey D. Armstrong
President



Copies: K. Enz Finken
B. Tietje
R. Savage
A. Schaffner

Subject: Response to Academic Senate Resolution AS-774-14
Resolution on Graduate Certificate Matriculated Student Requirements

This memo formally acknowledges receipt and approval of the above-entitled Academic Senate resolution.

Please express my appreciation to the members of the Academic Senate Curriculum Committee for their attention to this matter.