

# CERTIFICATES OF GRADUATE STUDY

## Policies and Operational Procedures Graduate College, University of Vermont

**Policies effective: May 9, 2012**

**\*Revisions currently in Progress**

### **1. Basic Requirements**

Certificates of Graduate Study were approved as separate degree offerings by the UVM Board of Trustees on January 7, 2004.

Certificates of Graduate Study are intended to enhance the graduate degree programs of UVM (for students already enrolled in graduate programs), as well as provide opportunities for non-matriculated students to develop professional skills that will enhance their career options.

As approved, Certificates of Graduate Study have the following requirements:

- a. The Graduate College is the managing entity for Certificates of Graduate Study.
- b. Certificates of Graduate Study are awarded for academic credit taken at UVM, and all credits towards a Certificate of Graduate Study must be completed at UVM within a 5-year
- d. A minimum of 15 graded credits of graduate-level courses must be completed.
  - \* Courses must be in a defined subject area, and defined by the Certificate title.
  - \* A minimum of 9 of the 15 credits must be identified from a limited, published list of options.
  - \* Non-core courses must be chosen from a specific list of options.
  - \* As with all other graduate academic programs, all Certificates of Graduate Study must be approved by the Graduate Committee and other University governing bodies.

Certificate of Graduate Study.

## **2. Application to Certificate of Graduate Study Programs**

The policy of the Graduate College is that admission decisions must be finalized prior to the start of a semester (first day of classes in fall, spring, or summer session), and late admission decisions will not be approved retroactively. Applicants must submit all required materials well in advance of the semester in which they wish to matriculate, so that program faculty and chairs have suitable time to review materials and make admission recommendations to the Graduate College before the semester begins. Admission decisions made after the first day of classes in any semester will be for subsequent semesters.

To be considered for admission to a UVM Graduate Certificate Program, applicants should follow one of the four procedures (a, b, c, d) outlined below, depending on their status and goals.

**a. DUAL GRADUATE DEGREE / CERTIFICATE PROGRAM APPLICANTS:**  
**Applicants who are applying at the same time for both a regular graduate degree program and also for a Certificate of Graduate Study**

degree program, and (b) the certificate program. Two recommendations are needed for purposes of tracking and enrollment management.

**b. APPLICANTS TO CERTIFICATE OF GRADUATE STUDY PROGRAMS ONLY:**



#### **4. Certificate Program Plans and Coursework**

By the end of the first semester of enrollment in a Certificate of Graduate Study program, a student must complete a **Certificate of Graduate Study Program Plan**, obtain appropriate signatures, and file a copy with their Department / College (and the Department / College of the Certificate program, if different from the regular degree program), and with the Graduate College. The required form for the Certificate of Graduate Study Program Plan is posted on the Graduate College website under “Resources: For Students” and can be accessed at: [http://www.uvm.edu/sites/default/files/CGSprogramplan\\_0.pdf](http://www.uvm.edu/sites/default/files/CGSprogramplan_0.pdf)

Each approved Certificate of Graduate Study is intended to cover a substantive, independent body of knowledge that is reasonably distinct from regular coursework in graduate degree programs. Coursework for each Certificate must comprise a logical cluster of courses and learning experiences, grouped into core courses and elective courses. Special topics courses, readings courses, and so on, used for Certificate credit, must be moved to regular course numbering in a timely fashion.

Certificates of Graduate Study represent value-added enhancements and additions to graduate degree programs, and in principle, there should not be a complete overlap between courses taken for a graduate degree and for a Certificate of Graduate Study.

Certificates of Graduate Study require graduate-level coursework (200 or 300-level courses approved for graduate credit). No 100-level courses, or 200-level courses not approved for graduate study, may be used to complete certificate requirements. Courses for Certificates of Graduate Study may not be taught for less than the number of credits regularly required and approved for that graduate course.

Programs must publicize specific lists of core (required) and elective courses on their College website. Certificates of Graduate Study must be identified using that terminology, and websites must indicate that these Certificates are offered by the Graduate College.

All credits counting towards a Certificate of Graduate Study must be taken at UVM. Students must take at least 6 of these credits after admission into a certificate program.

#### **5. Certificate Completion**

For students enrolled in degree programs as well as in certificate programs, the Certificate will be awarded when the coursework for that Certificate has been completed (even if requirements for the graduate master’s, doctoral or Doctor of Medicine degree are met at a later date).

Before the last day of classes in the semester during which a student will complete his or her coursework for the certificate, a student should fill out a **Certificate of Graduate Study Completion Form** obtain appropriate signatures, and file a copy with his or her degree-granting program, the certificate-granting program (if different from the home Program), and the

Graduate College. Certificate of Graduate Study Completion Forms are available on the Graduate College website under “Resources: For Students,” and can be accessed at: [http://www.uvm.edu/sites/default/files/CGScompletionform\\_0.pdf](http://www.uvm.edu/sites/default/files/CGScompletionform_0.pdf)

No Certificates of Graduate Study will be awarded retrospectively – a student must submit an application for admission to a Certificate program by the end of the first semester in which they are taking courses towards that certificate, and they must be formally accepted into a certificate program for credits to accrue towards a certificate. Certificates of Graduate Study are only offered to students who are actively enrolled in a certificate program.

Confirmation that a Certificate of Graduate Study has been completed will be indicated on a student’s transcript. Students will also receive a paper certificate.

## **6. Program Review**

Certificates of Graduate Study are programs of the Graduate College at UVM, and as such, they cannot be offered under other names or independent outreach arrangements. Likewise, it is a University policy that students taking courses pay fees appropriate to the number of listed credit hours for each course in which they enroll.

Certificates of Graduate Study should be evaluated under the auspices of standard program review processes when graduate programs of the College or School that delivers coursework towards a certificate are being reviewed (or every five years). Some Certificate of Graduate Study proposals require yearly internal review. If there are notable changes to certificate curricula, programs must re-submit course change proposals for review by the Graduate College Executive Committee.

## **7. Proposals for New Certificates of Graduate Study**

Proposals for Certificates of Graduate Study originate with interested faculty on campus, and must follow standard program proposal and review procedures. These include: development and deliberation of a proposal at the Program and College level, and approval by relevant Program and College committees; submission of a proposal to the Graduate College for review and deliberation by the Graduate College Executive Committee; upon approval, submission of the proposal to the Provost, who requests review by the Faculty Senate Curricular Affairs Committee; upon approval, submission to the Board of Trustees for consideration and approval. Board of Trustees approval must precede formal marketing of the Certificate Program.