

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC PROGRAMS COMMITTEE
REPORT TO
THE ACADEMIC SENATE
AP-074-167

GUIDELINES FOR ACADEMIC CREDIT CERTIFICATE PROGRAMS

Academic Programs Committee

Date: 01/24/2017

Executive Committee
Received and Forwarded

Date: 01/25/2017

Academic Senate

Date: 02/01/2017
First /Reading

BACKGROUND: The University offers a small number of certificate programs based on classes that also bear academic credit that can be applied to degree programs. As part of the semester conversion process the guidelines for these programs (last visited by the Academic Senate in 2013 via AS-2434-134/AP) need revision to reflect the nature of semester courses. A referral to that effect was prepared for the Committee by Dr. Daniel Lewis

RESOURCES CONSULTED:

Associate Deans
Department Chairs
Larisa Preiser-Houy (Office of Academic Programs)
Keith Forward (Chair, University Curriculum Committee)

DISCUSSION:

Certificate programs that bear academic credit are few in number at this University; as of this writing Curriculog only shows three of them. There has thus been little experience in seeing how existing guidelines play out in practice on this campus. Consequently, with no experience to build upon for revisiting the fundamental structure or purpose of these guidelines, it is the opinion of the Academic Programs Committee that prior work on those issues should be respected, and that existing rules should be largely copied over, with numbers revised to reflect that 2 semester units are equivalent to 3 quarter units, and that typical semester courses are 3 units rather than 4. Moreover, of the three relevant programs currently listed in Curriculog, two would be in compliance with the proposed policy, and the third is a highly unusual program that could likely be revised to be brought into compliance.

The only modification recommended by the Academic Programs Committee is that the language of the policy be changed so that certificate programs bearing academic credit be reviewed by the Academic Programs Committee rather than the University Curriculum Committee. The concern of this Committee is less a matter of jurisdiction than consistency: Virtually every other program on this campus is reviewed by this Committee, not the University Curriculum Committee, so carving out an exception would likely lead to confusion and error. We expect that the effect on this Committee's workload will be minimal. In consultation the University Curriculum Committee concurred with the AP Committee's recommendation.

RECOMMENDATION:

The Academic Programs Committee recommends adoption of the guidelines for academic credit-bearing certificate programs, given below.

ATTACHMENTS:

- 1) Text of AS-2434-134/AP (prior policy)
- 2) Executive Order 806 (Chancellor's Office policy on certificate programs bearing academic credit)
- 3) Original referral language

GUIDELINES RECOMMENDED BY THE ACADEMIC PROGRAMS COMMITTEE:
Guidelines for Academic Credit Certificate Programs

This policy covers only academic credit certificate programs. This policy does not apply to professional certificate programs (that do not carry academic credit), certificates of completion of courses, workshops, or seminars, or certificates of appreciation. For the remainder of these guidelines, academic credit certificate programs shall be referred to as certificate programs.

Definition: According to Executive Order 806 (<http://www.calstate.edu/EO/EO-806.pdf>), “a certificate program provides a set of learning experiences concentrated in a specific set of educational goals.” Certificate programs are normally oriented toward occupations and/or career skills. Executive Order 806 lists some possible learning goals of certificate programs, including increasing knowledge in a career area, providing initial knowledge designed for entering a new career, providing knowledge for emerging career opportunities, and providing an organized set of knowledge within a discipline. Certificate programs are comprised of a coherent set of university-level courses considerably narrower in scope than a major. Some certificate programs may be subsumed within a minor, and some may of themselves constitute a minor program.

Two types of academic certificate programs may be offered: Fundamental (Designed to provide students with undergraduate coursework designed to meet specific educational needs which may have a professional application) and Advanced (Designed to provide post-baccalaureate students with coursework leading to a specific educational goal which generally will have a professional application).

Departments, colleges, and interdisciplinary groups may develop certificate programs. The programs are most often provided through the College of the Extended University, but also may be offered through regular session. A faculty coordinator shall be assigned to each certificate program. If the program is interdisciplinary, each department involved shall have an assigned program advisor.

Admissions:

- Students enrolled in regular session or special session degree programs or teacher credential programs may complete regular session certificate programs as part of their studies. Students must enroll through Extended University to earn a special session certificate.
- Students seeking a certificate must apply for admission according to the guidelines set forth by the entity offering the certificate program. Students may not be admitted conditionally to any certificate program.
- Departments may consider the applicability of coursework that is over seven years old.
- To be admitted to a fundamental certificate program, students must have graduated from high school, have earned a Certificate of General Education

Development (GED), or have passed the California High School Proficiency Examination.

- To be admitted to an advanced certificate program, students must have a bachelor's degree and have earned a GPA of 2.5 in their last 45 quarter units, 30 semester units, or be approved by the Program Coordinator.
- Programs may set higher, or require additional, admissions requirements.

Financial Aid:

For students pursuing a certificate exclusively to be eligible for financial aid, the certificate program must be at least 30 units, one academic year in duration, and prepare students for gainful employment in a recognized occupation. Students enrolled in a fundamental certificate program must be enrolled for at least 6 units per semester. Students in an advanced certificate program must be enrolled in at least 3 units per semester.

Requirements:

At least two-thirds of the units for a certificate must be completed at Cal Poly Pomona (including courses taken through the College of the Extended University). All completed attempts are included in GPA. Grade forgiveness may be applied to a maximum of three units taken to satisfy the requirements of certificate programs. No courses may be taken credit/no credit. Students may use courses to satisfy major requirements, minor requirements, and certificate requirements. Credit by examination is permitted in accordance with established university regulations.

Fundamental Certificate Program

- The program must include a minimum of 12 units, and a maximum of 30 units.
- At least half of the units must be upper division. No units may be graduate units.
- The program must contain a core of 12 units. The remaining units may be elective.
- A course may be repeated only once, and a maximum of 6 units may be repeated.
- Students must earn a 2.0 GPA in all coursework attempted.

Advanced Certificate Program

- The program must include a minimum of 9 units, and a maximum of 30 units.
- Two-thirds of the courses must be numbered 500 or higher. None of the courses may be numbered 299 or lower.
- The program must contain a core of 9 units. The remaining units may be elective.
- A course may be repeated only once, and a maximum of 3 units may be repeated.
- Students must earn a 2.5 GPA in all coursework attempted.

Students may not receive both a certificate and a minor in the same discipline (defined as emphasis, option, or major if there are no options or emphases). Students may not

receive a fundamental certificate in a discipline in which they have already received a bachelor's degree or higher. Students may not receive an advanced certificate in a discipline in which they have already received an advanced degree.

Completion:

Candidates for certificates shall be responsible for filing an application with the Registrar's Office, no later than the last term of study for the certificate. In no circumstances may matriculated students enrolled in regular session or special session degree programs complete regular session certificate program requirements after the completion of degree requirements.

Successful completion of certificate programs will be recognized with a certificate awarded by the University. Completion of the certificate will be noted on the student's transcript. The director of the certificate program shall be responsible for verifying a student's satisfactory completion of the academic requirements of the certificate program, completing a verification form, and submitting the form to the Registrar's Office.

Proposal Process:

Proposals shall go through regular curriculum approval process, including review at the department, college and dean's level. They shall be submitted to the Office of Academic Programs for verification that all guidelines have been followed. Both new certificate programs and proposals for certificate programs that are subsets of previously approved major or minor programs will be directed to the Academic Programs Committee of the Academic Senate. Any courses that proposal authors create specifically for the certificate program must be reviewed and approved by appropriate department, college, and university authorities and judged as worthy of college-level credit in a particular discipline and/or academic program already established at Cal Poly Pomona. Final approval shall be given by the President for such proposals before implementation.

A certificate proposal shall include the following components:

- 1) Name of the department/college
- 2) Full and exact title of the certificate
- 3) Program Description
- 4) Accreditation Requirements
- 5) Justification
 - a) Reason for proposal;
 - b) Proposed audience
 - c) Similar offerings at other CSU campuses
 - d) Workforce Projections
 - e) Student Demand
- 6) Curriculum

- a) List courses by catalog number, title, and units of credit as well as the total units to be required under the proposed certificate
- b) Completion Requirements
- c) Two Year Schedule
- 7) Assessment Plan
 - a) Program goals and objectives
 - b) Student Learning Outcomes
 - c) Curriculum Matrix
 - d) Timeline
- 8) Admission criteria
- 9) Existing Resources
 - a) Faculty
 - b) Facilities
 - c) Technology
 - d) Library
- 10) Additional resources required