

## **MEMORANDUM**

**TO:** Graduate Advisors

**FROM:** Philip Cohen  
Dean, Graduate School

**RE:** Policies and Procedures for Certificate Programs

**DATE:** 9 July 2001

**cc:** Graduate School Staff; Zack Prince, Registrar; Mark Permenter, Publications Office; Members, Association of Academic Directors and Chairs

Given the rapid proliferation of new certificate programs on campus, the Graduate School would like to implement a set of certificate program policies and procedures. I hope that these policies will eliminate some confusion on how students, staff, and faculty ought to proceed once a certificate program has been approved.

1) Once a graduate program's certificate program has been approved by the Graduate Assembly, the department chair or program graduate advisor should send the Associate Dean of the Graduate School a completed copy of our Request for New Certificate Program form (attached). The text on this new form will be included in the next edition of the graduate catalog. We ask that graduate programs also post a description of this new certificate based on the Request for New Certificate Program form to their web page and provide Jim Walther, Director of Graduate Recruiting, with a copy of the URL for that web page. Jim will list the program on our website and link this reference to the program's web page. We also encourage graduate programs to develop promotional materials for their certificates.

2) The Graduate School and the Publications Office will provide programs and students with a physical certificate that has a standardized format. This standardized format will include signature lines for the program graduate advisor, the program Graduate Studies Committee Chair, the Department Chair, and the Dean of the Graduate School. The Graduate School will send to Publications the relevant information for your physical certificate based on your completed New Certificate Program form.

3) When a graduate program wishes to put forth a candidate for a certificate, the graduate advisor should send Ross Bodle, the Graduate School's certification officer, a signed and completed copy of our Request for Certificate form (attached) which lists the courses taken and the grades made. The graduate advisor should already have verified the courses taken and grades awarded. The

Certification Office will not re-check this verification. In the future, we hope to modify the cyberadvising program to enable participating graduate programs to advise and control the course work for special students completing certificates. This cyberadvising modification will enable graduate advisors to determine that all requirements have been met for a specific certificate.

4) The Certification Office will process the Request for Certificate form and send the Publications Office a copy of the relevant student information so that a physical certificate may be printed. The Certification Office will post all certificates to transcripts in batch mode during graduation periods when we are also posting degrees. We will only post to a transcript a certificate that has been approved by the Graduate Assembly. Moreover, the note posted to the transcript must make it clear that a certificate rather than a degree has been awarded.

5) To cover the costs of this certificate program, the Graduate School will charge students a \$5.00 fee for each certificate. As we do with diploma and graduation fees, Ross Bodle, the Graduate School's certification officer, will enter the charge for this fee in the student's record in CICS, and the student will then be billed by the Bursar's Office for payment. If a student sends us a check through the mail for a certificate fee, we will use the same procedures we currently use for checks for diploma and graduation fees that have been mailed to us.

6) After the Dean of the Graduate School signs the physical certificate, the Certification Office will send the certificate to the graduate advisor to obtain the remaining signatures and award the certificate to the student.

We hope that these new procedures will help all of us process quickly and efficiently the increasing number of certificates that graduate programs are designing and awarding.