

The University Senate of Michigan Technological University

Amendment of Senate Proposal 20-04, Graduate Certificates

Explanation of Amendments for Senate Review

(Not a part of proposal)

Key: Grad Text deleted in the proposed policy Grad Text that will remain	Key: Grad Text from current policy <u>Grad</u> <i>New text</i>
<p style="text-align: center;">GRADUATE CERTIFICATES POLICY (Current Policy)</p> <p>Proposal 20-04 Graduate Certificates</p> <p>A growing number of students and institutions that offer graduate course work and degrees have recognized the need for coherent sub-degree units of course work, lab work and/or fieldwork in specific areas for which special recognition is warranted. This proposal provides such a framework through the adoption of a Graduate Certificate program. Graduate Certificates will be granted to students who have completed the Graduate Certificate requirements established by academic or research units at Michigan Technological University. Graduate Certificates will be noted on official transcripts, and a written certificate will be given to the student upon completion of the requirements. The Graduate School will administer the Certificate Programs and develop procedures regarding faculty oversight, program re-evaluation, scholarship support, and other fiscal and management issues.</p> <p>Graduate Certificates require a minimum of 15 credit hours. Of these 15 credits, no more than 3 credit hours may normally be 3000 or 4000 level courses, however interdisciplinary and multidisciplinary certificates may have a maximum of 6 credit hours at the 3000 or 4000 level. All other credits must be at the 5000 or higher level, and may include no more than 3 credit hours of research. A minimum grade of B is required in all course work. Graduate Faculty must teach all</p>	<p style="text-align: center;">GRADUATE CERTIFICATES POLICY (Proposed Policy)</p> <p>Graduate Certificates</p> <p>Graduate Certificates will be granted to students who have completed the Graduate Certificate requirements established by academic or research units at Michigan Technological University. Graduate Certificates will be noted on official transcripts, and a written certificate will be given to the student upon completion of the requirements. The Graduate School will administer the Certificate Programs and develop procedures regarding faculty oversight, program re-evaluation, scholarship support, and other fiscal and management issues.</p> <p><u>Michigan Tech degree-seeking graduate students who wish to earn a graduate certificate must complete an application for the certificate program available through the graduate school.</u></p> <p><u>Individuals who wish to earn a graduate certificate from Michigan Tech and who are not currently enrolled at Michigan Tech as degree-seeking students must complete the University's online graduate admission application. Applicants seeking a graduate certificate must meet the same admission standards as degree-seeking applicants. Upon formal admission to the Graduate School, these students will be assigned an academic advisor by the certificate's program director. These students will be charged the same tuition and fees as degree-seeking graduate students in the advisor's administrative home department or school.</u></p> <p><u>Individuals seeking to earn a graduate certificate from Michigan Tech should note the following:</u></p>

courses required for a Graduate Certificate, except for the ~~3 credit hours~~ of allowed 3000 or 4000 level courses. ~~Because Certificates are not degree programs, double counting is allowed in all cases.~~

Applicants to a Graduate Certificate program must have a Bachelors degree or equivalent. Individual Graduate Certificate programs may have additional admission requirements. The time limit during which a student is expected to complete all of the requirements of a Graduate Certificate may vary, but is not to exceed four years.

Faculty Endorsement and University Approval of a New Graduate Certificate.

Graduate Certificates may be proposed by individual faculty, groups of faculty, departments, or groups of departments in any academic or research unit at Michigan Tech. Graduate Certificates may be proposed in disciplines without a preexisting graduate degree program. A proposed Graduate Certificate curriculum may contain fieldwork, distance learning, and laboratory courses in addition to traditional classroom offerings. Additional admission requirements for a Graduate Certificate program beyond that stated above must be listed in the proposal.

Proposals for Graduate Certificate programs will follow the usual procedures for university programs, and be submitted to the Senate by the Provost.

Adopted by Senate: 25 February 2004

Approved by President: 3 March 2004

- 1) Applicants to a Graduate Certificate program must have a Bachelors degree or equivalent. Individual Graduate Certificate programs may have additional admission requirements. The time limit during which a student is expected to complete all of the requirements of a Graduate Certificate may vary, but is not to exceed four years.
- 2) No more than 3 credit hours may normally be 3000 or 4000 level courses, however interdisciplinary and multidisciplinary certificates may have a maximum of 6 credit hours at the 3000 or 4000 level. All other credits must be at the 5000 or higher level, and may include no more than 3 credit hours of research.
- 3) A minimum grade of B is required in all course work. Graduate Faculty must teach all courses required for a Graduate Certificate, except for the of allowed 3000 or 4000 level courses.
- 4) A maximum of 1/3 of the coursework credits required for a certificate can be transferred in from another university. Research credits (if required for the certificate) must be earned through Michigan Tech.
- 5) Non-degree seeking students who earn Michigan Tech credits prior to formal admission to a certificate program can apply those credits to satisfy up to 1/3 of the coursework-credit requirements for the certificate. Non-degree seeking students should update their enrollment to certificate-seeking prior to earning more than 1/3 of the coursework credits required for the certificate. Research credits earned by non-degree seeking students cannot be applied toward a graduate certificate.
- 6) Credits may be double counted between between a single certificate and a single master's or PhD program.
- 7) Michigan Tech requires that students earning a graduate certificate complete a minimum of 15 credits beyond the bachelor's degree. Students

concurrently earning a graduate certificate in addition to a graduate degree at Michigan Tech are allowed, with the approval of the certificate program advisor, to complete 12 out of the 15 credits required for the certificate in order to obtain both certificate and graduate degree. A 12 credit certificate will not be awarded until completion of a Michigan Tech graduate degree.

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