

Standard Operating Procedure – Graduate Certificate Policies

Responsibility: Associate Dean; College Coordinator

Time Frame: During the regular graduation review period

Definition: Applicants for admission to a graduate certificate program must meet the same admissions standards and requirements as other applicants for graduate study, unless otherwise stated in the admission policy for that certificate.

Procedures:

Step 1: Scholastic Requirements

Step 1a: GPA below 3.00—cannot award certificate and may result in dismissal

Step 1b: Low Grade Policy is in effect for all College certificate programs

Step 1c: Cannot use transfer credit toward a certificate; but, certificate course work may be applicable toward future graduate degrees.

Step 2: Graduation Application

Step 2a: Use the *Apply-to-Graduate* online application module

Step 2b: Enrolled in the graduation application semester

Step 2c: Non-refundable fees applied for each application

Step 2d: Late graduation applicants must petition the College with an additional fee

Step 3: Approval and Review of Certificate Completion

Step 3a: Performed by the College Office of Graduate Studies

Step 3b: Mailing of Certificates occurs 1-2 weeks after the end of each semester.