

## **GRADUATE ACADEMIC CERTIFICATE PROGRAM POLICY AND PROPOSAL GUIDELINES**

This document includes the following information:

- Definition of a graduate academic certificate program
- Requirements for a graduate academic certificate program
- Proposal guidelines for the creation of a new graduate academic certificate program

### **I. Definition of a Graduate Academic Certificate Program**

A graduate academic certificate program is a structured sequence of courses and requirements that focuses on a specialty or area of expertise not offered by a regular degree program and has been reviewed and approved by the Graduate Council.

UC Davis offers graduate academic certificate programs that use regular UC Davis courses and are normally taken by UC Davis graduate students, professional students, and post-doctoral scholars. They are administered by a UC Davis instructional unit (professional school, department, graduate group or a designated emphasis program). Graduate academic certificate programs consist of a minimum of 12 units of graduate level instruction.

### **II. Requirements for a Graduate Academic Certificate Program**

The graduate academic certificate program will have: a faculty Chair, executive committee, advisers, cognizant staff member, curriculum, admissions policy, and degree completion requirements. If the certificate is offered through an approved graduate degree program, the faculty, chair and committees shall be the same for the certificate program and the degree program.

#### **1. Faculty**

The curriculum of the graduate academic certificate program shall be offered by faculty organized in a manner to provide graduate level instruction (professional school, department, graduate group, or a designated emphasis program). These faculty must hold appropriate instructional titles at the University of California and must have research and teaching expertise in the area of the certificate program, and must be eligible for graduate program membership as defined by Graduate Council policy.

## **2. Chair**

The Chair of the graduate academic certificate program is the Chair of the instructional unit offering the program.

## **3. Executive Committee**

The graduate academic certificate program shall have an executive committee, chaired by the graduate academic certificate program Chair and consisting of at least two additional faculty members elected by the membership. The committee shall be responsible for establishing the curriculum, including requirements for admission, monitoring students' progress in the program, and recommending the awarding of the certificate to the Dean of Graduate Studies when the student has completed all requirements.

## **4. Curriculum**

The graduate academic certificate program curriculum shall consist of a minimum of 12 graduate-level instructional units. Accordingly, a certificate should not add more than one quarter to the student's time-to-degree.

## **5. Degree Conferral Process**

Successful completion of all requirements for an approved graduate academic certificate program is recognized by (1) notation on a student's transcript and (2) the awarding of a certificate with established language (Systemwide Academic Senate Regulation 735 <http://www.universityofcalifornia.edu/senate/manual/rpart3.html#r735>) and the gold seal of the University of California.

## **6. Program Evaluation**

Evaluation of the academic quality of the graduate academic certificate program will be by Graduate Council's Program Review Committee. A new graduate academic certificate program will be reviewed 5 years after admitting its first students. Thereafter, the graduate academic certificate program will be reviewed on the usual 7-year review cycle which includes a sunset clause. Normally, graduate academic certificate programs will be reviewed in conjunction with the instructional unit offering the program. The review will be initiated by Graduate Council, and programs will be notified one year in advance of the review.

## **7. Sunset Clause**

Approval of new graduate academic certificate programs includes a 7-year "sunset clause." That is, admissions to the graduate academic certificate program will end automatically after 7 years unless continuation is requested and justified in the program's self-review document as part of the program review process. The rationale for the sunset clause is that graduate academic certificate programs should reflect current needs and changing trends in education, and thus they may be short-lived.

### **III. Proposal Guidelines for the Creation of a New Graduate Academic Certificate Program**

Faculty considering creation of a new graduate academic certificate program should agree on a definition and description of the graduate academic certificate program and meet with the Dean of Graduate Studies and the Associate Dean for Programs to discuss the nature of the graduate academic certificate program, the mechanism and format of proposal preparation, and the processes of review, approval, and implementation.

Interested faculty should prepare a formal proposal in the following format:

#### **1. Description of the Graduate Academic Certificate Program**

Provide a brief description of the program's purpose and distinctive features, including target audience. This description should explain how it is related to existing academic programs, and how this program differs from others offered by the Davis campus.

#### **2. Description of the Academic Nature of the Graduate Academic Certificate Program**

This description will include several elements:

##### **A. Affiliated Faculty**

Provide a roster of faculty who intend to participate in the graduate academic certificate program. Request a letter from each faculty member who intends to participate. This letter should indicate the intent to participate and agreement to participate in graduate academic certificate program functions such as teaching and/or administration. Faculty support for the graduate academic certificate program is considered critical. The level of participation of affiliated faculty will be a major factor considered in graduate academic certificate program reviews.

##### **B. Admissions Criteria**

Describe the criteria used to determine admission of students to the graduate academic certificate program, the expected audience for the program, and the number of students expected to request admission each year.

##### **C. Curriculum**

The proposed curriculum should be described to include the following:

###### **1. Required Courses:**

List required courses and the unit value of each. Indicate whether the required courses are new or existing courses. For new courses, include the course description and indicate whether these have been submitted online through the Web-based course approval system

([http://academicsenate.ucdavis.edu/committee\\_cci.cfm](http://academicsenate.ucdavis.edu/committee_cci.cfm)). Any new courses required for a graduate academic certificate program must be reviewed and approved by the Graduate Council Courses Committee and the Academic Senate Committee on Courses of Instruction.

The required curriculum will be reviewed as part of the proposal review process, and any subsequent changes must be submitted to and approved by Graduate Council.

## **2. Elective Courses**

List allowable elective courses and their unit value. Indicate whether the elective courses are new or existing courses. For new courses, include the course description, and indicate whether these have been submitted online for review.

### **D. Student Advising**

Include a description by which the graduate academic certificate program will oversee the academic progress of students in the program. For example, describe the role of the Graduate Adviser.

## **3. Administrative Matters**

### **A. Resources**

The proposal should address the issue of resources required to run the graduate academic certificate program. If no additional resources are required, this should be stated. If additional resources are required, they should be described, and the source of support for these resources should be identified. Resources include the administrative support for record keeping (for example, lists of current and former students and current faculty members) and preparation of materials required for the periodic reviews by Graduate Council's Program Review Committee. A letter of support from the appropriate academic dean(s) that addresses resource issues should be included with the proposal.

## **4. Review and Approval Procedures**

### **A. Graduate Studies Preview**

Proposals for new graduate academic certificate programs should be "previewed" by the Associate Dean for Programs in Graduate Studies, to ensure that the proposal contains the necessary information. The purpose of this step is to identify problems that may slow the formal proposal review process.

### **B. Graduate Council Approval**

Proposals are formally reviewed by Graduate Council's Educational Policy Committee for final campus approval by the Graduate Council.