

DRAFT

**Suggested Changes to the Curricular Policies and Procedures for
Graduate Programs**

February 2, 2018

1. Changes for consideration are shown below as follows:
 - a. Changes suggested by the Office of Academic Programs and Assessment are shown as ~~strikeout~~ (deletions) and red font (additions or changes).
 - b. Changes that are documented in the June 12, 2003 Graduate Council Minutes but that are not reflected in the current statement are shown in green font (additions).
2. Questions to consider with respect to the policies:
 - a. APA asks: With respect to the last sentence of paragraph 4, is the awarding of a separate document, suitable for framing still at the discretion (and responsibility) of the unit administering the certificate program?
 - b. Should the 3rd Sentence of 2nd paragraph (Annual reports will briefly summarize program status and provide statistics on enrollment and student progress) be retained, or modified or omitted? If modified, how?

Certificates - Graduate

A graduate certificate is defined in the OSU Catalog as "a structured progression of graduate-level courses that constitute a coherent body of study with a specifically defined focus within a single discipline or a logical combination of disciplines. It is designed for students who have completed a baccalaureate degree and are in pursuit of advanced-level learning." A graduate certificate requires a minimum of 18 graduate credits **with a cumulative GPA of 3.00 or greater**, and may include a final project, portfolio, or report for integration of the sequence of course materials. **There is no formal committee requirement for graduate certificates. Certificate students are subject to all general policies governing the courses for the Master's Degree.** Up to ~~8~~ **6** quarter credits may be transferred toward an 18-credit graduate certificate.

A designated graduate certificate program coordinator oversees each individual program. The program coordinator is responsible for all aspects of administration of the program—applicant screening, admissions recommendations, and annual reporting to the ~~graduate school~~ **Graduate School**. Annual reports will briefly summarize program status and provide statistics on enrollment and student progress. The Graduate School is responsible for certification of program completion.

Students must be admitted ~~to the university~~ **Oregon State University**, either into a graduate degree program or into a graduate certificate program. This requires that the student hold a four-year baccalaureate degree from an accredited college or university. Individual certificate programs may specify additional requirements, including minimally acceptable grade point averages. Students may be reclassified as "advanced degree students" by following the procedure listed in the Graduate Student Information section of the OSU Catalog. Credit earned at OSU prior to admission to the certificate program may be applied toward a certificate as transfer credit, per current graduate credit transfer policy.

Courses and certificates completed will be transcribed by the **OSU's Registrar** ~~university registrar~~ as a part of the student's permanent university record. The certificate is awarded

when all course material is satisfactorily completed and a cumulative grade point average of 3.00 has been attained for all courses to be used toward the certificate. Award of a separate document suitable for framing will be at the discretion of (and will be the responsibility of) the unit administering the program.

Credits earned in fulfillment of a **graduate** certificate program may be applied to a graduate degree program at OSU, so long as they meet the appropriate standards for use in the degree and the criteria for transfer credit as defined in the [Graduate Student Information](#) section of the OSU Catalog. Courses completed for a degree program may likewise be applied toward a certificate program. Courses completed no more than 7 years prior to the certificate award date may be used to satisfy requirements.

Proposals to establish new undergraduate and graduate certificates can be created via the Curriculum Proposal System.

Approval & Revisions: 6/12/01 Graduate Council **Additional Information:** [New Program Proposals](#)