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Notes on Certificate Program Review (drafted by Steph Bernell)

A graduate certificate program is a linked series of credit bearing graduate courses that constitutes a coherent body of study. Graduate certificates are intended to enhance the education of matriculated graduate students beyond their regular course of study or to provide continuing education to graduate non-matriculated students.

Regarding the review of certificate programs, there is general information that would be helpful to collect from units (i.e., applications, matriculation rate, time to certificate completion, student information related to employment post-certificate completion). That said, what seems to be the norm from my research is including a review of the certificate program in the larger program review.

Below is a sample of the methods by which universities review their certificate programs.

Berkeley

Following establishment, academic certificate programs are reviewed when the administering instructional unit undergoes a standard academic program review. Such review will include student evaluation data of the certificate program. Established certificate programs are reviewed five years after initiation and then once every ten years by the Standing Committee on CESP Certificate Programs.

Cal Poly

A graduate certificate program will be required to undergo program review at a frequency determined by Academic Programs.

George Washington University

Certificate programs should be reviewed periodically to ensure that they are maintaining high standards of quality and contributing to the good of the department, school, or college, and University. **The programs are included in the academic program review of the department or program every five years.** In addition, it is the responsibility of the schools to monitor new certificate programs during their first four years and to initiate procedures to phase out or terminate programs that do not meet standards of quality or are not financially viable.

UNC Chapel Hill

With respect to the program review, 'if programs sponsor certificate programs, either for matriculated or off-campus/professional students, they should be discussed as a separate program in the [self-study] report.'

Perdue University

The academic unit offering the certificate must submit an annual report to the Graduate Council containing the following information:

1. the number of students currently admitted to the certificate program
2. for each admitted student:
 - date admitted
 - whether or not the student is also currently admitted to a degree program at Purdue, and if so, which degree
 - number of credits completed toward fulfillment of certificate requirements
3. the number of certificates awarded annually

University of Washington

The review of graduate certificate program proposals is similar to that of new graduate program proposals and is coordinated by the Office of Academic Programs (OAP) in the Graduate School.

University of Nevada

Graduate certificate programs, like all other instructional programs, will go through regular program review. Typically, this will occur in conjunction with the program review of the academic department most responsible for the program.