Graduate-Level, Academic Credit Certificate Programs

From the *Policies and Procedures for Administering Graduate Student Programs* manual:

All Graduate Certificate Programs must be approved by the Graduate Council.

Other postbaccalaureate certificate programs with 50% or more of their courses at the 50000 level or higher must also be approved by the Graduate Council. See Appendix E, Process for Approval of New Graduate-Level, Academic Credit Certificate Programs. (See statement regarding plagiarism, Section I,F,1,a.)
APPENDIX E

Graduate Council Document 99-G
(Approved by the Graduate Council 11/18/99)
(Revised 4/19/01)
(Revised TOEFL Requirements and added a sample signature page 8/07)
(Document reformatted 3/23/12)
(Document revised per new ICHE and HLC guidelines 8/28/12)

GRADUATE LEVEL, ACADEMIC CREDIT CERTIFICATE PROGRAMS AT PURDUE UNIVERSITY

I. Overview

In accordance with the document entitled “Procedures for Approving New Certificate Programs at Purdue University,” issued by the Office of the Executive Vice President for Academic Affairs on 10/6/95, two types of certificate programs are administered by the Graduate School: 1) all graduate certificate programs, and 2) postbaccalaureate certificates with 50% or more of their courses at the 50000 level or higher.

In general, the Graduate School views certificate programs that fall under its purview as being practitioner oriented, postbaccalaureate programs of study that are less than a master’s degree, and programs that require a baccalaureate degree for admission. A certificate program that requires 75% or more of its credits to be taken at the 50000 level or higher shall be designated as a graduate certificate program. Otherwise, the certificate program shall simply be designated as a postbaccalaureate certificate program.

Sections II – IV describe admission requirements, completion requirements, and administrative procedures for such certificate programs specified by the Graduate School. Finally, Section V provides additional information regarding the preparation of proposals for new certificate programs.

II. Admission requirements

A. Items which are specified by the Graduate School

1. Bachelors degree from an accredited institution.
2. Minimum undergraduate GPA of 3.0/4.0 with the possibility of conditional admission for applicants who do not meet this requirement.
3. Minimum TOEFL score of 550 or higher on the paper-based test, or 77 or higher on the Internet-based test (iBT) for applicants whose native language is not English. Applicants who take the TOEFL iBT must achieve the following minimum test scores, in addition to the overall required score of at least 77: reading, 19; listening, 14; speaking, 18, and writing, 18. Applicants taking the IELTS must score at least 6.5 on the Academic Module. Applicants taking the PTE must score at least 58.
III. Completion requirements

*Items which are specified by the Graduate School*

1. The certificate shall require a minimum of 9 credit hours, taken for a letter grade. (No maximum number of hours is specified; and no restriction is placed on how courses that exceed the 9 hour minimum shall be graded.)

2. No more than 12 credit hours earned in nondegree status, including credit hours earned toward completion of a single certificate or more than one certificate, may be applied toward a graduate degree.

3. Courses that have been certified as undergraduate excess may be used to satisfy requirements for a certificate.

IV. Administration

*Items which are specified by the Graduate School*

1. Admission process -- In general, the admission process should parallel that for degree-seeking students at the graduate level.

2. To facilitate tracking of students who are enrolled in certificate programs, the Office of the Registrar will establish a special admission status for such individuals.

3. When a student completes requirements for a certificate, the graduate program responsible for that certificate will notify the Graduate School. The audit process for certifying completion of requirements is the responsibility of the academic unit awarding the certificate. The audit must include (a) the title of the certificate, (b) the department/school awarding the certificate, (c) the name of the student including PUID, (d) student status, i.e. degree or non-degree student including PUID, (e) the complete name of each course, including course prefix and number, (f) the grade in each course, and (g) the semester and year each course is completed. Names and mailing addresses for non-degree students must be included with the audit. The Graduate School will then notify the Office of the Registrar.

4. Transcripting
   a. Will be consistent for all graduate certificate programs throughout the Purdue system.
   b. Each certificate earned will be posted separately upon completion of the requirements.
   c. Graduate certificates will be recorded in the following manner:

<table>
<thead>
<tr>
<th>Awarded:</th>
<th>Graduate Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>(department name) – Grad Cert</td>
</tr>
<tr>
<td>College:</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Campus:</td>
<td>(campus name)</td>
</tr>
<tr>
<td>Major:</td>
<td>(graduate certificate title)</td>
</tr>
</tbody>
</table>
Postbaccalaureate certificates will be recorded in the same manner with the word “GRADUATE” replaced by “POST-BACCALAUREATE.”

d. Credits earned toward a certificate will be included in the computation of the overall GPA posted on the transcript.

5. The certificate, itself, will be printed by the Office of the Registrar at the West Lafayette campus. All certificates under the purview of the Graduate School that are awarded by Purdue University will share a common format and style. A sample is attached to this document.

6. The certificate will be awarded jointly by the appropriate academic unit and the Graduate School. It will bear the signature of the head of the academic unit and the dean of the Graduate School.

7. Certificates will be awarded at the normal times when degrees are awarded. The Office of the Registrar will include the certificate with the diploma for degree seeking students and mail the certificate to non-degree students.

8. The academic unit offering the certificate must submit an annual report to the Graduate Council containing the following information:
   a. the number of students currently admitted to the certificate program
   b. 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
   c. the number of certificates awarded annually

The Office of the Registrar will assist in generating this information.

V. Guidelines and Format for New Certificate Programs

A. Title Page
   1. Title of the Proposed Certificate Program Offered By (Name(s) of Department(s)/School(s) and College(s) Offering the Certificate)

   2. Campus Offering the Certificate

   3. Proposed Date of Initiation of the Certificate Program

   4. State Whether the Certificate is Graduate or Postbaccalaureate

   5. Method(s) of Delivery:
      - on campus
      - via distance learning
      - online

   6. Suggest a CIP code for the new program. The final determination of the CIP code is up to the Indiana Commission for Higher Education (ICHE).
B. Overview

1. Provide an overview of the certificate program proposal.

2. Briefly describe the purpose of the program, why it is needed, the target audience, the number of students expected to participate in the program, and the relation to relevant existing certificate programs, if any. Indicate whether the certificate is available to currently enrolled degree seeking students and/or non-degree seeking students. If certificate will be available to non-degree seeking students, provide demonstration of student demand. Indicate what percentage of the students who are expected to participate in the certificate program will be concurrently working toward a graduate degree at Purdue University.

3. How does the program fit into the department’s/school’s strategic and/or academic plan?

4. Briefly describe the nature of the certificate and any contractual or cooperative agreements with this certificate program. If you have partnered or contracted with a non-accredited entity, either institution or corporation, to offer courses (content or platform), identify the information or services provided by the entity and the percentage or portion of the educational program the entity is providing.

5. Attach a completed Purdue University Gainful Employment (GE) Certificate Worksheet (Appendix N). To be completed by the department head to determine Title IV Federal Student Aid eligibility for certificate programs. Questions regarding the completion of the worksheet should be directed to the Executive Director, Department of Financial Aid.

6. Describe any specific licenses or certifications which graduates of the program will be eligible to pursue, including the agency that issues the license or grants the certification. Indicate whether the license or certification is required for entry into the profession, and the extent to which it will help graduates find jobs or earn higher salaries.

C. Admission Requirements

1. If admission requirements exceed those required by the Graduate School, describe them: (a) degree prerequisites, (b) minimum GPA, (c) minimum scores for the TOEFL, TOEFL iBT, and IELTS, if not, restate the requirements of the Graduate School.

2. Proposal must specify whether or not students who are currently admitted to a degree program are eligible to earn a certificate. Proposal must state whether such students may:
   a. complete the certificate if it is in their major; or
   b. complete the certificate if it is not in their major.

If the certificate program involves more than one major, items a) and b) above must be specified for students admitted to a degree program in each major, i.e., Is a degree-seeking student in major A, eligible to complete a certificate in major A? Is this student eligible to complete a certificate in major B? etc.
D. Completion Requirements
Based on the Graduate School policies described in this document (III. Completion requirements) provide the following information:

1. Total number of credit hours required.

2. Total number of credit hours that must be taken for a letter grade. (It is assumed that any additional for–credit courses may be taken pass/fail.)

3. Specific course requirements, including any not-for-credit courses. (For any not-for-credit courses, the method of determining and signifying satisfactory completion of course requirements should be stated, e.g., pass/fail, or other, such as “excellent”, “very good”, or “good”, but not “fair”.)
   a. Include course numbers, titles, and a brief description of each.
   b. Identify any courses that were developed specifically for this certificate.

4. GPA requirements
   a. Minimum overall GPA for courses that are to be used to fulfill certificate requirements. Only courses taken for a letter grade may be included in this computation.
   b. Minimum grade for any course to be applied toward the certificate.

5. Maximum number of credits that may be transferred from another institution

6. Maximum number of credits from undergraduate-level courses that may be used toward the certificate.

7. Maximum time allowed for completion of the certificate.

8. Whether or not courses may be applied for credit toward more than one certificate. The Graduate School considers a certificate to signify competence in a particular area of study, and recognizes that such areas may overlap. On the other hand, there may be some courses for which it would not be appropriate to allow credit toward more than one certificate. Such restrictions, if any, should be stated.

9. Number of credit hours taken prior to admission to the certificate program that may be counted toward completion of the certificate.

E. Student Learning and Assessment Outcomes – Briefly describe any specific learning outcomes, skills, and competencies students will learn after completing the certificate program.

F. Administration

1. Based on Graduate School policies described in this document (IV. Administration) describe how the responsible graduate program(s) will administer the certificate. Pay particular attention to IV. Administration numbers 3, 6, 7, and 8.
2. Proposals must be approved by the following:
   a. Head(s) of graduate program(s) and academic dean(s) of the department(s) or program(s) that will offer the certificate.
   b. Graduate Council - The appropriate area committee will review requests for certificate programs and make a recommendation to the Council. When an area committee is not accessible, the dean of the Graduate School may appoint an ad hoc committee to review the proposal.
   c. The dean of the Graduate School reviews and forwards recommendation to the Provost.
   d. The provost reviews and forwards proposal to the Indiana Commission for Higher Education (ICHE).
   e. ICHE may approve through routine staff action.
   f. ICHE notifies the Office of the Provost.
   g. The Office of the Provost notifies the dean of the Graduate School and the Higher Learning Commission (HLC).
   h. The dean of the Graduate School will contact the department with the decision and inform the Office of the Registrar when a new certificate program has been approved.
   i. The dean of the Graduate School reports the approval to the Graduate Council.
Sample Signature Page

Graduate Certificate Title:

Name of Department and College/School Offering the Graduate Certificate:

Campus:

**REQUIRED APPROVALS:**

____________________________________________
Signature of Department Head
[Type name of department head and name of department]  Date

____________________________________________
Signature of Academic Dean
[Type name of academic dean and name of college/school]  Date

**For Regional Campuses:**
Signature of Director of Graduate Programs
[Type name of director]  Date

____________________________________________
Signature of Dean of the Graduate School
[Type name of Dean]  Date

____________________________________________
Signature of Executive Vice President for Academic Affairs and Provost
[Type name of Provost]  Date
APPENDIX N

PURDUE UNIVERSITY GAINFUL EMPLOYMENT (GE)

CERTIFICATE WORKSHEET
The following checklist includes the requirements of certificate programs at postsecondary institutions that could be considered Gainful Employment Programs. A program eligible to participate in Title IV federal student aid would be considered a Gainful Employment Program if it is a certificate only and prepares students for “gainful employment in a recognized occupation.” A review and documentation of GE requirements for each certificate program is essential prior to awarding federal student aid. Failure to comply may jeopardize Purdue University's eligibility to award federal student financial aid or take part in other programs under the Higher Education Act. Final approval for eligibility is determined by the U.S. Department of Education.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is this a certificate program?</td>
<td>1. ___ Yes ___ No</td>
</tr>
<tr>
<td></td>
<td>***If you answered “No” to this question, STOP HERE. Sign and return this document</td>
</tr>
<tr>
<td></td>
<td>as instructed.</td>
</tr>
<tr>
<td>2. Would this certificate alone prepare a student for gainful employment</td>
<td>2. ___ Yes ___ No</td>
</tr>
<tr>
<td>in a recognized occupation?</td>
<td>If “Yes,” list the Standard Occupation Code (SOC): __________________________________</td>
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<tr>
<td></td>
<td>*(The Department of Labor’s Standard Occupational Code (SOC) must be provided to show</td>
</tr>
<tr>
<td></td>
<td>the occupation that the program prepares students to enter and can be found on the</td>
</tr>
<tr>
<td></td>
<td>Department of Labor’s O*NET website - <a href="http://www.onetonline.org">http://www.onetonline.org</a>)</td>
</tr>
<tr>
<td></td>
<td>***If you answered “No” to No. 2 and do not have an SOC – STOP HERE. Sign and Return</td>
</tr>
<tr>
<td></td>
<td>this document as instructed. Certificate is not considered Gainful Employment***</td>
</tr>
<tr>
<td>3. Is the program a one-year minimum training program that leads to a</td>
<td>3. ___ Yes ___ No (Certificate only)</td>
</tr>
<tr>
<td>degree (or other recognized educational credential) and prepares students</td>
<td>Circle ONE: --Degree ONLY --Degree PLUS Certificate --Certificate ONLY</td>
</tr>
<tr>
<td>for gainful employment in a recognized occupation?</td>
<td>If YES, describe how this program prepares the student for gainful employment:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIP Code of certificate program</td>
</tr>
<tr>
<td></td>
<td>***If you answered “No” to all of the above – STOP HERE. Sign and return document</td>
</tr>
<tr>
<td></td>
<td>as instructed. Certificate is not eligible for Gainful Employment***</td>
</tr>
</tbody>
</table>
If you answered “Yes” to No. 2 on page one, please complete the detailed program eligibility information requested below. When completed, sign and return as instructed. If you have any questions, you may contact Stephanie Fiddler in the Division of Financial Aid by email at sfiddler@purdue.edu or by phone at 49-45090.

### Detailed Program Eligibility Information

<table>
<thead>
<tr>
<th>AREA OF REVIEW</th>
<th>ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year Definition Requirements</strong></td>
<td>Number of weeks of instructional time per academic year for this program: _______  In an academic year, a full-time student must complete at least _____ semester hours.</td>
</tr>
<tr>
<td></td>
<td>(NOTE: Federal regulations define academic year as a period of a minimum of 30 weeks of instructional time. In an academic year, a week of instructional time is any week in which at least one day of regularly scheduled instruction or examination occurs, or at least one day of study for exams for final exams if it occurs after the last scheduled day of classes for the semester. Instructional time does not include periods of orientation, counseling, vacation, or any other activity not related to class preparation or examinations. Internships, cooperative education, and independent study are forms of instruction that may be included in the definition of academic year. For an undergraduate educational program, an academic year is a period a full-time student must complete at least 24 semester hours.)</td>
</tr>
<tr>
<td></td>
<td>The length of the program is ________ academic years. (Federal regulations require that the program length is at least two academic years and provides an associate, bachelors, graduate, or professional degree or a one-year training program that leads to a degree or certificate (or other recognized educational credential) and prepares students for gainful employment in a recognized occupation.)</td>
</tr>
<tr>
<td><strong>Department Head (please attach a Program of Study documenting the following):</strong></td>
<td>Each course within the program is acceptable for full credit toward Purdue University's associate, bachelor, graduate, or professional degree.</td>
</tr>
<tr>
<td></td>
<td>- OR -</td>
</tr>
<tr>
<td></td>
<td>This program is a minimum of 9 credit hours (not to exceed 30 credit hours) and prepares students for gainful employment in the same or related recognized occupation as an educational program that has previously been designated as an eligible program at Purdue University, West Lafayette.</td>
</tr>
<tr>
<td><strong>Document(s) Required</strong></td>
<td>Attach a copy of the program of study, the program certificate approval by the Faculty Senate or Grad Council and Provost’s Office, and the approval from the Indiana Commission for Higher Education (ICHE) and/or Higher Learning Commission (HLC), if applicable. (Approvals on file in the Office of the Provost, Dean of Graduate School, or Grad Council)</td>
</tr>
</tbody>
</table>

Signature: Department Head  
Date

When Completed Return to: Executive Director  
Division of Financial Aid, Purdue University  
475 Stadium Mall Drive, Shibley Hall 305  
West Lafayette, IN 47907-2050

**Office Use:** This program is ________ eligible ________ ineligible for Title IV funding as a GE Program.  
Signature: Executive Director of Financial Aid  
Date