

7 **Amendment A to University Policy S16-17**
8 **Academic Certificate Programs:**
9 **Review and Approval Process**

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11 **Amends: University Policy S16-17**

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13 **Rationale:**

14 University Policy S16-17 defines the review and approval process for academic
15 certificate programs. This amendment updates reporting and oversight roles to
16 match current university structures and adds language intended to better defining
17 basic and advanced certificates, provides safeguards for students stacking
18 certificates to complete a master's degree, clarifies double counting of courses for
19 more than one certificate, defines expiration of courses for certificates, and corrects
20 an error in the description of grade averaging.
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23 **Resolved:** That the following amendments be adopted; and be it further
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25 **Resolved:** That all certificate programs at San José State University must be
26 reviewed and approved under the process outlined in the attached
27 guidelines; and be it further
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29 **Resolved:** That only certificates from approved certificate programs can be
30 awarded and posted on transcripts.
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32 **Approved (C&R):** 05/2/2022
33

34 **Vote:** **11-0-0**
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36 **Present:** Richard Mocarski (seat A), Thalia Anagnos (seat B), Marc
37 d'Alarcao (seat C), Gigi Smith (seat D), Faranak Memarzade
38 (seat E), Katy Kao (seat G). Wei-Chien Lee (seat H), Sharmin
39 Khan (seat I), Brandon White (seat J, chair), Marie Haverfield
40 (seat K), Chloe Cramer (seat L)
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42 **Absent:** Cara Maffini (seat F)
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44 **Financial Impact:** **None anticipated**

45 **Workload Impact: None anticipated**

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49 **Certificate Guidelines**
50 **Types of Certificate Programs**

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52 1) Certificate programs are defined as any program in which some form of recognition
53 from San José State University is awarded to participants. There are two basic kinds of
54 certificate programs, Academic and Other (defined below) but only the former is the
55 subject of this policy.

56 2) Academic certificate programs

57 a) **Definition:** Certificate programs are classified as “Academic” if students
58 receive academic credit for any courses in the program.

59 b) Types of Academic certificate programs

60 i) Basic (undergraduate level)

61 (1) **Definition:** Basic certificate programs provide opportunities
62 for students to pursue specialized, often pre-professional, focused
63 educational objectives that may be separate from a degree
64 program.

65 (2) **Jurisdiction:** Basic certificate programs are under the
66 jurisdiction of the Undergraduate Studies (UGS) Committee and
67 administered by the Office of Undergraduate Education (UE).

68 ii) Advanced (graduate level)

69 (1) **Definition:** An advanced certificate program offers post-
70 baccalaureate students coursework leading to a specific,
71 applied, focused goal.

72 (2) **Jurisdiction:** Advanced certificate programs are under
73 the jurisdiction of the Graduate Studies and Research
74 (GS&R) Committee and administered by the College of
75 Graduate Studies (CGS).

76 3) Other certificate programs

77 a) **Definition:** Certificate programs are classified as “Other” if no
78 academic credit or grade is required to be awarded for completion of
79 courses in the program.

80 b) **Jurisdiction:** College of Professional and Global Education (CPGE)
81 oversees these certificates in consultation with the AVP of UE.

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83 **General Guidelines for Academic Certificate Programs**

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85 1) Self-supporting certificate programs, both basic and advanced, credit and non-
86 credit, will be administered by CPGE, but curricular reviews will be conducted through
87 normal curricular review processes and overseen by UE.

88 2) State-support certificate programs must be credit bearing and must go through the
89 curricular review process overseen by UE.

- 90 3) Academic certificate programs should establish at least one advisor or director to
91 oversee certificate programs within the unit.
92 4) Certificate programs that are classifiable as “Academic” that do not meet the criteria
93 for this policy must be discontinued or go through a review process prior to Fall 2018.
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Specific to Academic Basic Certificate Programs

Requirements

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98 1) Basic certificate programs must include a minimum of 9 units and maximum of 18
99 units of coursework. Programs may require that all prerequisite coursework has
100 been completed prior to enrolling in the basic certificate program. At least 6 units
101 must be completed at SJSU.
102 2) Basic certificate programs may include lower-division and upper-division courses
103 numbered 1 through 199 (excluding individual studies, directed reading, supervision,
104 and credit/no-credit courses).
105 3) A clearly stated assessment plan with learning outcomes must be included in
106 the certificate proposal.
107 4) Basic certificates are available to matriculated students (regular or special
108 session status).
109 5) Generally, a maximum of 33% of basic certificate units (e.g., 3 units for a 9-unit
110 certificate) can be completed through Open University at SJSU with approval from the
111 department or school. In rare cases, a basic certificate may be completed entirely
112 through Open University if the student has completed a Bachelor’s degree and
113 received approval from the department or school.
114 6) Unless otherwise stated in the catalog, courses taken as part of an SJSU Academic
115 Certificate program can be applied to an approved major, minor, or emphasis program
116 subject to SJSU policies. Unless otherwise stated in the catalog, courses taken for a
117 major or minor may be applied to a basic certificate program upon approval from the
118 basic certificate program advisor/director.
119 7) Students must have a minimum GPA of 2.0 in basic certificate coursework in order
120 to be awarded a certificate. However, departments or comparable units may elect to
121 set more stringent standards to ensure the quality of certificate holders with respect to
122 the program.
123 8) The advisor/director of the program is responsible for verifying a student’s
124 satisfactory completion of the academic requirements established for the program and
125 for forwarding a copy of the certificate completion form to the Office of the Registrar.
126 The Office of the Registrar records the completion of the program on the student’s
127 transcript.
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Specific to Academic Advanced Certificate Programs

Requirements

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132 1) Advanced certificate programs must include a minimum of 9 units and maximum of
133 18 units of coursework
134 2) Advanced certificate programs must consist of courses numbered 100

- 135 through 296 (excluding individual studies, directed reading, supervision, and
136 credit/no-credit courses), and must contain at least 3 units of coursework
137 numbered 200 or higher.
- 138 3) A clearly stated assessment plan with learning outcomes must be included in
139 the proposal.
- 140 4) With the approval of the department or school, units may be applied to both an
141 advanced certificate program and a graduate degree program offered by the
142 department. A maximum of 3 units of coursework may be applied to two different
143 advanced certificates as long as there are at least 9 unique units in each
144 certificate.
- 145 5) All advanced certificate programs must be constructed solely with courses taken
146 through San José State University.
- 147 a) Students must maintain a minimum GPA of 3.0 in all advanced certificate
148 coursework, with no less than the grade of "C" in any course. A maximum of 4
149 units of coursework with a grade of "C" can be applied toward an advanced
150 certificate.
- 151 b) A maximum of 4 units of coursework may be repeated. If a course is
152 repeated, grade points and units from all attempts shall be included in the
153 calculation of the student's SJSU cumulative GPA and overall GPA, as
154 described in F08-2.
- 155 c) Generally, a maximum of 33% of advanced certificate units (e.g., 3 units for a
156 9-unit certificate) can be completed through Open University at SJSU with
157 approval from the department or school. In some cases, an advanced
158 certificate may be completed entirely through Open University if the student
159 has received approval from the department or school and the Associate Dean
160 of Graduate Programs in the College of Graduate Studies.
- 161 d) A maximum of 30% of any graduate degree program units (e.g., 9 units for a
162 30-unit Master's degree) can be completed from another institution and/or units
163 from Open University (including advanced certificate courses) at SJSU with
164 approval from the department or school.
- 165 e) The choice of grading requirements may have implications for transferability
166 to degree programs.
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- 168 6) These guidelines constitute minimum standards for advanced certificate programs;
169 departments may propose additional requirements for approval by the GS&R
170 Committee.
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- 172 7) Departments/programs offering advanced certificate programs must have their
173 advanced certificate students complete an intake form and submit an official
174 transcript(s) (noting the completion of a U.S. bachelor's degree from an accredited
175 institution or the equivalent of a U.S. bachelor's degree from an accredited and/or
176 recognized institution from a foreign country). Students must have an undergraduate
177 GPA of at least 2.5 (where A=4). A department or program can propose more restrictive
178 requirements subject to approval by the GS&R committee.
- 179 a) Non-matriculated students who complete an advanced certificate program

- 180 solely through Open University are required to send copies of this documentation
181 to CPGE wherein this information will be retained and tracked by CPGE.
182 Matriculated advanced certificate students that go through a formal university
183 admissions review will have the said documentation retained and tracked at the
184 Graduate Admissions and Program Evaluations (GAPE) office within CGS.
185 b) Departments/programs offering advanced certificate programs may specify
186 subject matter and/or coursework prerequisites for entrance into the certificate
187 program. Such prerequisites must be listed in the university catalog. Prerequisite
188 courses or equivalent experience must demonstrate current and appropriate
189 preparation as determined by the program. All other grading regulations of the
190 graduate school apply to the courses in the certificate programs (e.g., the
191 prohibition against taking graded classes pass/fail).
192 c) Where appropriate, some form of portfolio presentation, performance audition,
193 or other evidence of specific competence may be required by departments. Such
194 criteria will also be listed in the catalog.
- 195 8) The advisor/director of the certificate program is responsible for verifying
196 information in the student's intake form and the student's satisfactory completion of the
197 academic requirements established for the program and for forwarding the certificate
198 completion form to GAPE. After a review and evaluation, GAPE then records the
199 completion of the program onto the student's transcript.
- 200 9) Courses taken in the advanced certificate program expire 7 years from the point of
201 grade posting. A maximum of 3 units may be revalidated in accordance with S17-7, if
202 permitted by department or program policy, for an advanced certificate program. The
203 student must have earned at least a "B" grade in a course to revalidate it. The
204 department that offered the class must administer an examination of the student's
205 knowledge. The examination could be an oral exam, written exam, research paper, or of
206 any other kind of format approved by the department. The examination must be graded
207 by the faculty member who taught the original course, by one who has taught the course
208 at another time, or by one who has reasonable knowledge of the course content. Note
209 that any course(s) that may be applied to a graduate degree program are also subject to
210 expiration 7 years from the date of original grade posting.

Process for Proposing and Reviewing Academic Certificate Programs

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- 215 1) All courses in a certificate program must undergo the normal course
216 approval process prior to approval of the certificate course package.
 - 217 2) Proposal Content:
 - 218 a) SJSU College Dean Curricular Proposal Approval Form(s).
 - 219 b) Brief statement of purpose.
 - 220 c) Clearly stated learning outcomes mapped to coursework.
 - 221 d) Catalog copy, which includes the following:
 - 222 i. Brief statement of purpose.
 - 223 ii. Admissions requirements.

- 224 iii. Course requirements.
225 iv. Any prerequisites for the certificate program.
226 v. Total number of units.
- 227 e) GPA needed to receive the certificate if other than a minimum of 2.0 for basic
228 certificates and 3.0 for advanced certificates.
229 f) Program advisor.
- 230 g) For advanced certificates: number of units applicable (if any) to a degree
231 and/or major depending upon matriculation status (with the caveat that the units
232 may not be uniformly applied but require advisor consent).
- 233 h) For advanced certificates: if students are allowed to complete certificate
234 courses through Open University, then the department/program must provide a
235 justification for this pathway. The justification establishes that sufficient space
236 will be available in the courses required for the certificate program.
- 237 i. This justification must comply with Executive Order #1099 which allows
238 OU enrollment in state-supported courses on a space available basis after
239 enrollment opportunities have been provided to state-support matriculated
240 students.
- 241 ii. The justification must also comply with Executive Order #805 which
242 states "enrollment or potential enrollment of non-matriculated students in
243 state supported courses shall not be the basis of the addition for a course
244 that would otherwise be canceled because of low enrollment of regular
245 matriculated students".
- 246 iii. Departments/programs must go through a recertification process every
247 five years that re-evaluates the justification for certificate completion
248 through Open University. These recertification requests will need
249 approval by the college deans, the Chair of GS&R, and the Provost. CGS
250 will oversee this recertification process.
- 251 3) Submission process
- 252 a) Academic certificate programs (either basic or advanced) may be proposed
253 by department, school or college curriculum committees.
254 b) Proposals may be submitted, reviewed, and approved at any time during the
255 academic year.
256 c) For entry into the catalog, the approval must be registered with UE according to
257 published catalog deadlines.
- 258 4) Review process for new proposals
- 259 The reviewing bodies are responsible for timely review and approval of academic
260 certificate programs:
- 261 a) Proposals from either department or college level curriculum committees are
262 submitted to the appropriate department chair(s) or school director(s) for review.
263 b) Upon approval, the department or school reviews are then submitted with a
264 copy of the proposal to the appropriate curriculum committee(s) and college
265 dean(s) for review and approval.
266 c) Upon approval of the college deans, a copy of the proposal (along with
267 reviews from departmental/school and deans) is submitted to the Chair of the
268 appropriate operating committee.

- 269 i. If the program contains any 200 level courses, the materials are referred
270 to the Chair of the GS&R Committee for review.
- 271 ii. If the program does not contain any 200 level courses, the materials
272 are referred to the Chair of the UGS Committee for review.
- 273 iii. During duty days, within one week, the committee Chair will
274 determine if the Committee needs to review the proposal. If no full
275 committee review is required, the proposal and accompanying
276 reviews are submitted to the Provost via the appropriate office
277 (GS&R for programs with 200 level courses or UGS for proposals
278 with 100 level programs) with a statement from the Chair specifying
279 that a review from their committee was not necessary.
- 280 d) If review by the appropriate operating committee is necessary, the Chair of the
281 operating committee will send recommendations from the committees, along with
282 the proposal and accompanying reviews, to the Provost via the UE office (GS&R
283 for programs with 200 level courses or UGS for proposals with 100 level
284 programs).
- 285 e) The Provost makes the final decision on whether or not to approve
286 the certificate program.
- 287 5) Review process for existing certificate programs
- 288 a) Substitution, deletion, or addition of courses to the program will need to go
289 through the minor program change process in the UE office.
- 290 b) Certificates involving multiple programs will be assigned to a home department
291 under which to be reviewed.
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