

PROCEDURE FOR ESTABLISHING CERTIFICATE OR LICENSURE PROGRAMS

Applies to all modes of delivery: on-campus, online, or off-campus

Step 1: Preliminary Planning

1. Submit [Form J: Certificate or Licensure Program Proposal](#) to the dean of College or School.
2. Contact Division of Continual Learning if online course development will be needed (315-7044).
3. Submit [Academic Program Planning Questionnaire \(APPQ\)](#) to the Office of Assessment and Accreditation. Please note that certificate programs may require SACSCOC approval or notification.
4. Consult with director of Office of Financial Aid for program's financial aid eligibility.
5. For information regarding Gainful Employment reporting requirements (certificate programs only), contact the Graduate School at 334-5596.

Step 2: Authorization to Establish

Follow UNCG's curriculum review process which includes obtaining the following signatures.

- ▶ Dean of Academic Unit
- ▶ Department Curriculum Committee, if applicable
- ▶ College or School Curriculum Committee
- ▶ Associate dean for Academic Affairs and Student Services in the School of Education, if applicable
- ▶ Graduate Studies Committee (GSC)

UNC General Administration will pull the certificate information through the Student Data Mart and post it to the UNC GA Academic Program Inventory.

Step 3: SACSCOC Approval or Notification

SACSCOC approval or notification for certificate programs is required for:

- Offering 25-49% of credit hours for certificate at a new off-campus location.
- Offering 50% or more credit hours at a new off-campus location.
- Certificate is not derived from an already approved program and is significantly different from other approved programs.
- Offering financial aid (Gainful Employment)
<http://www.ifap.ed.gov/GainfulEmploymentInfo/indexV2.html>

Please refer to [Advertising Guidelines for New Programs](#).

POST-BACCALAUREATE AND POST-MASTER'S CERTIFICATE PROGRAM POLICY GUIDELINES

I. Admission Standards for Post-Baccalaureate Certificates

The locus of control for establishing admissions standards will be placed with the sponsoring academic unit, subject to the following guidelines:

- A. Candidates must have completed at least a baccalaureate degree in a pre-specified (listed) field(s). In most instances, the degree should be related to the certificate program.
- B. Exceptions to the admissions standards listed in the bulletin must be approved by both The Graduate School and the admitting academic unit.
- C. Sponsoring academic units are encouraged (but not required) to require that post-baccalaureate certificate applicants take the appropriate graduate admissions exam. A rationale should be provided if no admissions test is required.

II. Admission Standards for Post-Master's Certificates

The locus of control for establishing admissions standards will be placed with the sponsoring academic unit, subject to the following guidelines:

- A. Candidates must have completed at least a master's degree in a pre-specified (listed) field(s). In most instances, the degree should be related to the certificate program.
- B. Exceptions to the admissions standards listed in the bulletin must be approved by both The Graduate School and the admitting academic unit.

III. Curriculum Requirements

All post-baccalaureate and post-master's certificate programs must adhere to the following guidelines:

- A. In general, certificate programs should be between 12-18 semester hours at the 500-level or above with at least half of this course work at the 600-level or above.
- B. Certificate programs that exceed 30 semester hours will only be approved under unusual circumstances.
- C. The course work comprising the certificate program must be an integrated and organized sequence of study.
- D. With the exception of internship, practicum, independent projects or clinical work, all courses will be letter graded.
- E. Students must maintain a minimum grade point average of 3.0 in all certificate course work.
- F. Only three semester hours of "C" or "C+" will count toward the certificate.
- G. A maximum of three semester hours of failed course work may be repeated.
- H. A maximum of three semester hours of independent study may be applied to the minimum number of semester hours required for completion of the certificate.
- I. A maximum of three semester hours of transfer credit will be accepted toward the certificate. The grade earned must be a B (3.0) or better, but will not be counted in the GPA.
- J. Normally, semester hours from a prior baccalaureate or master's degree may not apply toward the certificate. A maximum of three semester hours may be waived by the admitting academic unit. If more than three semester hours of course work is found to duplicate existing course work in the certificate program, then the student must take additional course work with the approval of the certificate advisor.
- K. A student may apply course work from a post-baccalaureate certificate program and a portion of course work from a post-master's certificate program toward a graduate degree at UNCG with the approval of the department offering the degree.
- L. Certificate curriculum, including the capstone, must be completed within five (5) academic years, from the date the first courses carrying graduate degree credit applicable to the student's program are begun. If study for the program extends beyond three (3) years, the student may need to meet new requirements.

IV. Administration of Certificate Programs

- A. The program, wherever it may be administratively housed, must be clearly identified and labeled as a certificate program. The intent of the program must be specified in the institution's literature.
- B. A faculty director will be appointed for each certificate program. The director will be responsible for certifying the successful completion of the program's academic requirements. The Graduate School will arrange for recording the completed certificate on the students' transcripts.
- C. All certificates must seek consultation from "related" programs, departments, Schools, Colleges, and must be approved by the unit's appropriate curriculum committee(s), the dean and the GSC.
- D. Admission of students into certificate programs will be on a post-baccalaureate classified basis.

GAINFUL EMPLOYMENT FOR CERTIFICATE PROGRAMS

The Department of Education has instituted guidelines for adding "new gainful employment programs" for Title IV financial aid eligibility review. In order for students enrolled in a certificate program to qualify for Title IV financial aid, the department must first seek and secure approval as a gainful employment program. The first step in the approval process is to provide a "Notice of Intent" which is sent forward for Department of Education approval by our financial aid officer. A complete Notice of Intent package provides descriptive information on the processes used to determine the need for the program and developing the program content; describes the process used to evaluate if the resulting content is appropriate to meet the need; and clearly identifies the external parties involved in the development, review, or approval of the program, and what their review disclosed, and actions taken in response.

Notice of Intent must describe:

- How the institution determined the need for the program (market analysis)
- How the program was designed to meet market needs
- Any wage analysis conducted
- How the program was reviewed or approved by, or developed in conjunction with business advisory committees, program integrity boards, regulatory agencies, or businesses that would likely employ graduates of the program
- Date of the first day of class
- Date requesting to begin Title IV disbursements to students

Detailed information on gainful employment rule is available at:
<http://www.ifap.ed.gov/GainfulEmploymentInfo/indexV2.html>

DISCONTINUATION OF CERTIFICATE PROGRAMS

Discontinuing a certificate program requires approval of a teach-out plan by SACSCOC following UNCG's curriculum review process. The certificate will be removed from UNC General Administration's Academic Programs Inventory. Refer Procedure for Program Discontinuations.

MORATORIUM OF CERTIFICATE PROGRAMS

A moratorium can be used to temporarily stop admitting students into a certificate program for up to four years. A decision to readmit students or discontinue the program is to be made prior to the moratorium's end date. Provisions must be made for students currently enrolled in the program. To request or release a moratorium, the academic unit submits [Form M: Initiating or Releasing Program Moratoriums](#) through the appropriate curriculum committees.