Policies and Procedures for Official University of Arizona Graduate Certificates

- A certificate is a specialized package of courses and/or curriculum. The certificate should enhance existing programs, not appear to take the place of them. Sufficient resources must exist to support the certificate without penalizing existing academic programs including options and minors.

- Only officially approved UA certificates shall be posted to transcripts. The certificate document awarded for completion shall not resemble a UA diploma in any way and shall be awarded through the Graduate College.

- Any certificate program offered by a department/college which is not officially UA approved must state same when advertising the certificate.

- Certificates may have the same name as a degree program but shall have a full name that makes it distinct from the degree program and includes the level of the certificate, i.e., Post Graduate Certificate in Medical Ethics or Business Project Management Certificate.

- Options may not be offered under an approved University of Arizona Graduate Certificate.

- Candidates should meet Graduate College admission requirements and applicants shall have no less than a bachelor’s degree or its equivalent.

- Certificates can be free standing or linked to an existing degree program

- Maximum duplicate units from a certificate applicable to a degree program shall be no more than 12.

- Maximum duplicate units from a degree program applicable to a certificate shall be not more than 6.

- For two or more related certificate programs with proposed units in common, contact the Graduate College for requirements.

- Course work taken more than two years prior to admission to the certificate program may not be transferred.

- All university and Graduate College policies should apply including admission, retention, eligibility for fellowships/assistantships, contact hours, and faculty eligibility to teach.

- Time to completion shall not exceed four (4) years.

- An oversight committee with an academic director shall be responsible for:
  - Qualifications of participating faculty
  - Coordination of admission recommendations with the Graduate College
  - Oversight of curricular changes
  - Completion of the approved program of study and notification of the Graduate College

- Academic units applying for certificates must consult with related programs, departments to avoid unnecessary duplication.

- Any change in the originally approved certificate shall be approved by the Graduate College prior to implementation. If there is a 10% change to curriculum a copy must be submitted to the Graduate College. If curriculum changes by 25% or more a memo must be submitted describing the curricular changes and the necessity for doing same.

- Certificate programs may be terminated at any time by the offering academic department and approval of the Graduate College. Students currently enrolled should be accommodated until completion of their certificate program.

- Certificates should be included in academic program review process.