

## Certificate of Completion

**Proposal:** The School of Continuing Education will collaborate with academic departments to develop certificate programs consisting of credit courses. These certificates of completion will bring together groups of related credit courses and will be earned by non-degree School of Continuing Education students.

**Rationale:** IUP offers a substantial selection of four-year degree programs as well as a variety of minors and associate's degrees. Yet, for some adults, a four-year program becomes an eight-year commitment on a part-time basis, which could discourage any attempt to earn a degree. In order to appeal to this segment of the community, a process to offer certificate of completion programs consisting of small groups of related courses is proposed. Nontraditional students could focus on such practical skill subjects as computer literacy, accounting, and journalism and achieve a short-term goal marked by a certificate of completion. It is anticipated that many students, after enrolling in college courses would decide to continue their studies toward a degree.

**Process:**

1. Working with an academic department the School identifies a rationale then develops a certificate program using IUP catalog or special topics courses. The rationale includes the purpose of the certificate, competencies to be achieved, and time period allowed. The fact that the certificate does not provide licensure and is not posted on the academic record is stated in the promotional literature.
2. Upon approval by the appropriate college curriculum committee and the dean of the college, the proposal is sent to the Council of Deans for approval and to the University-wide Undergraduate Curriculum Committee for information.
3. The certificate is awarded only to students enrolled through the School of Continuing Education.

**Guidelines:**

1. A certificate consists of a minimum of nine credits but no more than eighteen credits. No more than half the credits pertaining to the certificate are accepted in transfer from other colleges and universities.
2. Although one or two courses may serve as prerequisites for other courses within the certificate, no prerequisite is required to enter the program.
3. A grade of C or better is required in each course.

Preliminary approval by Council of Deans December 2, 1997

*done*

#45 14-OCT-1997 11:12:29.89  
From: GROVE::KUZNESKI "JODELL KUZNESKI"  
To: LAURIE  
CC: MMCCARTY  
Subj: addition to docket

MAIL

Laurie, as per the UWUCC's decision at the last meeting, a new item should be listed on the docket..

this is the Certificates of Completion proposal from the Council of Deans (Nick Kolb)

this item is assigned to sc #3. They already have copies of what they need.

JK

MAIL>

*91-33*

Esc-chr: ^] help: ^]? port:1 speed:57.6K parity:none echo:rem VT320 ....

#45 14-OCT-1997 11:12:29.89  
From: GROVE::KUZNESKI "JODELL KUZNESKI"  
To: LAURIE  
CC: MMCCARTY  
Subj: addition to docket

MAIL

Laurie, as per the UWUCC's decision at the last meeting, a new item should be listed on the docket..

this is the Certificates of Completion proposal from the Council of Deans (Nick Kolb)

this item is assigned to sc #3. They already have copies of what they need.

JK

MAIL>



DATE: June 27, 1997

SUBJECT: Certificate of Completion

TO: Jody Kuzneski  
Nursing/Allied Health

FROM: Nicholas E. Kolb *Nick Kolb*  
School of Continuing Education

On behalf of the deans, I am submitting the enclosed proposal for review by the UWUCC. The certificate of completion would be, in effect, an advising package to enable a nontraditional student to achieve a short-term goal, then ultimately become a degree candidate. In comparison with minors, tracks, or concentrations, they are not significant IUP awards. Consequently, while a paper certificate would be presented to the student, there would be no posting of the award on the academic record.

We have proposed that new certificate of completion programs be approved by the Council of Deans, then forwarded to the Curriculum Committee for information. During the fall we will be developing several certificates with the expectation that we could begin advertising in the spring. Given the purpose of the certificate and the need to react quickly to a changing market, we have proposed this streamlined approval process.

Should you need additional information, please contact me.

NEK:jj

Enclosure

cc: M. Staszkievicz

DATE: August 19, 1997

SUBJECT: Certificates of Completion

TO: Jody Kuzneski  
Nursing/Allied Health

FROM: Nicholas E. Kolb *Nick*  
School of Continuing Education

Earlier this summer the enclosed draft of a proposal was sent to the Curriculum Committee with the suggestion that final approval rest with the Council of Deans, because the award of the certificate would not appear on the student's academic record. These certificates would serve as advising packages rather than certification in a subject.

The Curriculum Committee might consider the fact that the Chancellor's Office does not require notification of new certificate programs if the award is not listed on the academic record. Perhaps we should consider this approach.

NEK:jj

Enclosure

## Certificate of Completion

**Proposal:** Academic Departments will develop certificate programs consisting of approved credit courses. These certificates of completion will bring together groups of related credit courses and will be earned by non-degree students as well as degree candidates.

**Rationale:** IUP offers a substantial selection of four-year degree programs as well as a variety of minors and associate's degrees. Yet, for some adults, a four-year program becomes an eight-year commitment on a part-time basis, which could discourage any attempt to earn a degree. In order to appeal to this segment of the community, a process to offer certificate of completion programs consisting of small groups of related courses is proposed. Nontraditional students could focus on such practical skill subjects as computer literacy, accounting, and journalism and achieve a short-term goal marked by a certificate of completion. It is anticipated that many students after enrolling in college courses would decide to continue their studies toward a degree. Regular full-time students who wish to show specific competencies within their degree program may also qualify for a certificate.

**Process:**

1. An academic department identifies a rationale then develops a certificate program using approved IUP credit courses. The rationale includes the purpose of the certificate, competencies to be achieved, and time period allowed. The fact that the certificate does not provide licensure and is not posted on the academic record is stated in the promotional literature.
2. Upon approval by the college curriculum committee and the dean of the college, the proposal is sent to the Council of Deans for approval and to appropriate university-wide curriculum committees for information.
3. The certificate is awarded by the appropriate college and is signed by the dean.

**Guidelines:**

1. A certificate consists of a minimum of nine credits of established IUP courses.
2. Although one or two courses may serve as prerequisites for other courses within the certificate, no prerequisite is required to enter the program.
3. A grade of C or better is required in each course.

Preliminary approval by Council of Deans June 24, 1997

## PROGRAM APPROVAL GUIDELINES FOR CERTIFICATE PROGRAMS

*The following guideline, informally agreed to by the System's chief academic officers on July 18, 1997, is to be regarded as an addendum to the Implementation Guidelines pertaining to Board Policy 1985-01, Requirements for Initiation or Change of Credit-Based Academic Programs, and of Academic Units.*

Proposals for new credit-based certificate programs at the undergraduate or graduate level, the completion of which will be recognized on a student's transcript, are to be treated in the same manner as academic minors for the purposes of program approval. That is, if the certificate is for completion of a prescribed curriculum in a field in which the university offers a baccalaureate or master's degree, then the Office of the Chancellor should be notified for purposes of information. If, however, the proposed certificate program is in a field related to, but not the same as, a major field or is interdisciplinary, the proposed program is to be treated like a minor where no major exists, in accord with the Board policy.

In these cases, preliminary notification of the Office of Academic Affairs of intent to develop the certificate program is desirable, but not essential. A short proposal adequately addressing the seven Board criteria for new programs should be submitted to the Office for review before it has been approved by all University groups. Telephone or e-mail communication may be used to expedite discussion of the proposal and seek additional information if needed. Once any questions have been resolved or further information provided, the proposal should be revised if necessary, submitted to the university's Council of Trustees for endorsement, then to the Vice Chancellor for Academic Affairs, who will confirm approval by the Chancellor.