

PROPOSED CHANGES (TRACKED)

Administrative Policy

Post-baccalaureate Certificate Plans Approved by the Board of Regents

Responsible University Officer(s):

- Executive Vice President and Provost

Policy Owner(s):

- Executive Vice President and Provost

Policy contact(s):

- Erin Slattengren

Date Revised:

May 1, 2012

Effective Date:

May 1, 2012

Policy Statement

~~This policy governs post-baccalaureate certificates approved by the Board of Regents. Such certificates may be offered by collegiate units to individuals who wish to enhance their knowledge, skills, and professional training.~~

This policy sets minimum standards for post-baccalaureate certificates approved by the Board of Regents. Programs and collegiate units may have additional and/or more stringent requirements.

- I. **Admission** *(no changes here -- confirmed w/Grad Admissions that same requirements apply)*
Minimum admission requirements for post-baccalaureate certificates are the same as for master's and doctoral degrees. Admission is governed by the Administrative policy: *Admission for Master's and Doctoral Degrees.*
- II. **Program Requirements**
Programs offering post-baccalaureate certificate plans must assure students receive graduate-level training. The minimal criteria are:
 - A. Certificate plans must consist of at least 12 semester course credits.
 - B. All courses must be at the 4000 level or above. At least 50% of the certificate course credits must be at the 5000 level or above.
 - C. ~~Certificate plans cannot offer minors or sub-plans.~~ *Articulates current practice not previously captured in policy. New to policy.*
 - D. ~~Students must maintain at least a 2.800 GPA (on a 4.000 scale) for satisfactory progress.~~ *Moved to Performance Standards section*
 - E. ~~Only courses with grades of A, B, C (including C-) and S may be counted toward the degree.~~ *Moved to Performance Standards section*

Colleges and programs may specify additional or more stringent requirements. Colleges and graduate programs must publish these requirements and provide them to students upon matriculation. *Moved to Requirements for Matriculation section*

~~Note: Students must have at least a 2.800 GPA for courses included on the degree plan at the time of degree clearance. *Moved to Performance Standards section*~~

~~1. **Transfer of Credits** *New and significant changes to the University's Application of Credits policy necessitate updating this policy to be in alignment. See the new Performance Standards section.*~~

~~1. Graduate course credits earned at other institutions may be transferred to University post-baccalaureate certificate plans subject to approval by the University graduate program. Such credits must have been earned at an accredited institution in the United States or at a non-U.S. institution judged by the graduate program to be comparable to a regionally accredited graduate program in the United States.~~

~~2. At least 60% of the graduate course credits required for the certificate must be taken at the University.~~

~~2. **Credits in Common** *Moved to Application of Credits section. Not changed.*~~

~~A maximum of three graduate course credits may be counted in common between two University post-baccalaureate certificate plans.~~

~~3. **Certificate Completion Timeline** *Moved to new Time Limits section. Not changed.*~~

~~All requirements for the certificate must be completed and the certificate awarded within five calendar years after initial enrollment. Colleges and programs may set more stringent time requirements and may allow students to petition for exceptions to the time limit.~~

III. Requirements Upon Matriculation *New Section. Articulates existing practice. Aligns with information provided for master's and doctoral students.*

- a. Students are responsible for knowing all requirements of their certificate plan when they matriculate.
- b. Upon students' matriculation, the program offering the certificate plan must provide each student with:
 - i. a current student handbook that specifies the requirements for the certificate and policies governing successful certificate completion; and
 - ii. a temporary advisor.

IV. Performance Standards *New Section.*

- a. **Annual Review** -- The academic progress of each certificate student must be reviewed at least once per year by the certificate program. Students deemed not to be in good standing must be informed of the results of the review in writing, with a copy to the student's advisor. *Articulates existing practice. Aligns with information provided for master's and doctoral students.*
- b. **Continuous Enrollment** -- Students must enroll every fall and spring semester from the time of matriculation through the semester of certificate conferral, except for cases with

an approved Leave of Absence on the student's record. *New to policy. Articulates existing practice*

- c. **Certificate Degree Plan** -- Certificate students must have an approved certificate degree plan on file with their collegiate unit in order to apply for certificate conferral. *New to policy. Articulates existing practice.*
- d. **Minimum Grade Requirements** *Not new*
 - i. To remain in good academic standing, students must meet the minimum GPA requirement specified by the certificate program, or 2.800 (on a 4.000 scale), whichever is higher.
 - ii. Students who have filed a certificate degree plan must maintain a 2.800 GPA for courses included on that certificate degree plan.
 - iii. Only courses with grades of A, B, C (including C-) and S may be counted towards the certificate.
 - iv. Students who have not yet filed a certificate degree plan should maintain an overall GPA of 2.800. Students who fall below 2.800 or the minimum GPA requirement specified by the certificate program, whichever is higher, may be terminated from the certificate program.
 - v. A minimum of two-thirds of the course credits included on the certificate degree plan must be taken on the A/F grade basis. *New to policy. Articulates existing practice*
- e. **Application of Credits**
 - i. Graduate credits taken before the award of the baccalaureate degree may be counted toward the certificate under limited circumstances, if approved by the certificate program and collegiate unit. Graduate courses used to meet either credit or degree requirements for the baccalaureate degree may not also be counted toward a certificate. *New -- to align with University Application of Credits policy*
 - ii. A student's certificate degree plan for the certificate must include at least seven graduate course credits earned while enrolled as a degree-seeking student in that certificate program. *New -- to align with Application of Credits policy*
 - iii. Additional graduate course credits included on the student's certificate degree plan to meet minimum requirements for the certificate, at the discretion of the certificate program and subject to college approval, may include those credits earned from within or outside the University, from previous or concurrent graduate degrees, and/or those taken as a non-degree seeking or non-admitted student. *New -- to align with Application of Credits policy*
 - iv. Graduate course credits taken while enrolled as a degree-seeking student in a certificate program may be applied to meet credit requirements of University master's and doctoral degrees, at the discretion of the graduate program and subject to college approval. *Not new; however, may wish to clarify/confirm that PBC credits can be counted as part of the 12- (Plan A; doctoral) or 20-credit minimums articulated in the new Application of Credits policy. Update guidance on this in FAQ.*
 - v. A maximum of three graduate course credits may be counted in common between two University certificate plans. *Not new*
- f. **Time Limit for Earning the Post-baccalaureate Certificate** -- All requirements for the certificate must be completed and awarded within five calendar years after matriculation in the certificate program, or within a more restrictive time frame specified by the certificate program. *Not new*
 - i. Students unable to complete the certificate within the time limits described above may, with the approval of their advisor/s and the certificate program director of graduate studies, petition the certificate program and collegiate unit for one

extension of up to 12 months. Students must submit the extension petition prior to the end of the term in which the time limit will expire. *New to policy. Articulates existing practice.*

- ii. The certificate program and collegiate unit are responsible for reviewing and taking action on their students' time extension requests, and for notifying the student in writing of the final decision. *New to policy, Articulates existing practice.*
 1. For approved petitions, the written communication will include the expected timeline for completion of remaining requirements and award of the certificate.
 2. For denied petitions, the written communication will include notification of dismissal from the certificate upon expiration of the time limit.
- iii. Students who have been dismissed under such circumstances may apply for readmission to the certificate program; however, readmission is not guaranteed. *New to policy. Articulates existing practice.*

Reason for Policy

This policy provides a framework for offering post-baccalaureate education that is oriented primarily toward professional and skills development and that culminates in the award of a certificate.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

~~There are no forms associated with this policy.~~

[Add link to Request for Time Extension form/information](#)

Appendices

Adding links similar to those included with master's/doctoral degree policies.

- [Degree Completion Steps: Specialist Certificate in Education \(SC\), Post-Baccalaureate Certificate \(PBC\)](#)
- [Annual Graduate Student Reviews: Guidelines](#)
- [Graduate Program Student Handbook: Guidelines](#)
- [Typical Roles and Responsibilities of the Director of Graduate Studies](#)

Frequently Asked Questions (*FAQ's will be updated to reflect policy updates once approved*).

- [FAQ: Post-Baccalaureate Certificate Plans Approved by the Board of Regents](#)

Contacts

| Subject | Contact | Phone | Email |
|--------------------|------------------|--------------|------------------|
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Definitions

Post-baccalaureate

Following the completion of undergraduate studies and the award of the undergraduate degree.

Responsibilities

Colleges and Programs

~~Publish the requirements for post-baccalaureate certificate plans and provide them to students upon matriculation.~~

New Language. Articulates current practice and aligns with master's/doctoral degree expectations.

Collegiate Units

- Ensure appropriate review of coursework on the certificate degree plan (including any subsequent changes to an approved plan).
- Review and approve student requests for extensions to the time limit for completing the post-baccalaureate certificate.

Departments/Programs

- Clearly state requirements for maintaining good standing in the Student Handbook, even if they are identical to the requirements in this policy.
- Review and approve the coursework on the student's certificate degree plan (including any subsequent changes to an approved degree plan). Establish procedures to review all post-baccalaureate students at least once a year.
- Review and approve requests for extensions to the time limit for completing the certificate; notify students in writing of the decision and subsequent actions (i.e., expectations for progress and for the month/year of certificate conferral or termination from the certificate program upon expiration of the limit).

Students

- Must know all certificate requirements when matriculated.
- If certificate requirements change, students may elect to continue under the requirements in effect when they matriculated, provided they have remained in good standing.
- Must obtain the required approvals and file the certificate degree plan with the program and collegiate unit.
- Must initiate the request for an extension to the time limit for completing the certificate, obtain the approval of their advisor/s and director of graduate studies, and submit their request by the deadline.

Related Information

Adding links similar to those included with master's/doctoral degree policies.

- Administrative Policy: [Adding, Changing, or Discontinuing Academic Plans](#)
- [Administrative Policy: Admission for Master's and Doctoral Degrees](#)
- [Administrative Policy: Leave of Absence and Reinstatement from a Leave: Graduate Students](#)

- [Administrative Policy: Readmission or Changes to Master's or Doctoral Degree Objectives](#)

History

Effective:

~~May 2012 – New Policy. Comprehensive Review. Expands the current admission, program and credit requirements across all Board of Regents approved post-baccalaureate certificate plans. Specifies a minimum GPA of 2.8 to remain in good standing.~~

Language in this section is updated by the University Policy Office.

