

# AY21-44-A&C

## Policy on Certificate Programs

Old Dominion University offers a variety of certificate programs that meet the same high-quality standards as its academic degree programs, while addressing the specific needs of students and professionals. Certificates may be pursued in conjunction with or independent from graduate or undergraduate degree programs.

Certificate programs offered by Old Dominion University include the following:

### **Credit-Bearing Programs**

Certificate programs: These programs are available for those seeking a formal award certifying completion of undergraduate- or graduate-level work in academic or occupational fields of study. Such certificates are ideal for individuals who wish to explore areas of professional interest or for those who need to fulfill accreditation requirements. Such programs generally include a minimum of nine credit hours and a maximum of 21 credit hours. An overall grade point average of 2.0 or above in all courses specified as a requirement for the certificate is required for the award of an undergraduate certificate. An overall grade point average of 3.0 or above in all courses specified as a requirement for the certificate is required for the award of a graduate certificate.

Certificate of Advanced Graduate Studies (CAGS): The curriculum in such programs is designed for those seeking a formal award certifying completion of study beyond the master's level in an academic or occupational field of study. These programs are usually intended for professional licensure or professional development and may be completed prior to or concurrent with doctoral studies, for those interested in such pursuits. The programs generally require a minimum of 24 credit hours.

The Curricular Request Form must be completed for all new, revised, or discontinued credit-bearing certificate offerings, and submitted to appropriate parties for approval within six months of program initiation or discontinuance. Following approval of the Provost and Vice President for Academic Affairs, proposals for new certificate programs are submitted to SCHEV for final approval.

Faculty in departments offering certificates will identify residency requirements for all prescribed coursework. The Office of the University Registrar confers certificates to those who have met requirements for these programs. The Office of Academic Affairs is responsible for working with unit heads, chairs and deans to evaluate certificate programs.

### **Non-Credit-Bearing Programs**

Certificate programs: Non-credit certificates in specific fields may be offered and awarded by colleges, the School of Continuing Education and the University upon approval by the appropriate faculty and administrators. These programs are designed to provide continuing education experiences to individuals or groups, usually in a specific profession or vocation. Content in these offerings alone will not meet the requirements of credit-bearing coursework, unless otherwise specified. The Office of Academic Affairs is responsible for working with the School of Continuing Education or relevant academic unit to evaluate non-credit bearing certificate programs.

The design of all non-credit certificates must follow University guidelines as established by the Office of Academic Affairs.

-Approved by the President  
October 17, 1978  
Revised May 21, 2014  
Revised February 27, 2017

## **AY21-44-A&C: Policy on Certificate Programs**

Proposed revisions that

- (1) States the requirement that proposed Certificates must be approved by SCHEV
- (2) Clarifies the approval process, and
- (3) Includes statements about evaluation for Certificates (appropriate given the Program Prioritization Initiative found that most Certificates were not regularly reviewed and evaluated).

Recommendation to Senate: Recommend for approval.