

## 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 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. In general, such programs require the completion of at least 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. These programs are usually intended for professional licensure or professional development and may be completed prior to or concurrent with doctoral studies. The programs generally require a minimum of 24 credit hours.

The relevant and appropriate form 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 Executive appropriate executive vice president, proposals for new certificate programs are submitted to the State Council of Higher Education for Virginia (SCHEV) for final approval, 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 the requirements for these programs. The Division of Academic Affairs is responsible for working with unit heads, chairs, and deans to evaluate certificate programs.

### Noncredit-Bearing Programs

**Certificate programs:** Noncredit certificates in specific fields may be offered and awarded by colleges/schools, 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, 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 Division of Academic Affairs is responsible for working with the relevant academic units to evaluate noncredit-bearing certificate programs.

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The design of all noncredit certificates must follow University guidelines as established by the Division of Academic Affairs.

Approved by the President  
October 17, 1978; Revised May 21, 2014  
Revised February 27, 2017  
Revised May 16, 2022

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