Resolution # 21 2010-2011
College Senate

TO: Dr. John R. Halstead, College President
FROM: The College Senate: March 21, 2011
RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the Fitness of)
III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: General Guidelines for Graduate Certificates (moving #33_10-11GC)
Signed: ___________________________ Date: 4/1/11
(Jose R. Torre, 2010-11, College Senate President)

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Jose R. Torre, College Senate President
FROM: John R. Halstead, College President
RE: I. Decision and Action Taken on Formal Resolution (circle choice)
   a. Accepted - Implementation Effective Date: Summer 2011
   b. Deferred for discussion with the Faculty Senate on ___/___/___
   c. Unacceptable for the reasons contained in the attached explanation
II, III. Response to Recommendation or Other/FYI
   a. Received and acknowledged ___/___/___
   b. Comment:

Signed: ___________________________ Date: 4/27/11
(Dr. John R. Halstead, President, The College at Brockport)

DISTRIBUTION

Upon approval, the College President will forward copies of resolutions to his staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at http://www.brockport.edu/collegesenate/resolutions.
INSTRUCTIONS – please, no multiple attachments – submit each proposal electronically as one Word document.

- Submit only complete proposals with this cover page, attachments and support letters from your department chair and dean merged into one Word document.
- Signed documents may be submitted as hard copies.
- Use committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Locate the Resolution # and date this proposal will replace at our “Approved Resolutions” page on our Web site.
- Do not send your proposal as a .pdf file.
- Email your proposal as one attachment to senate@brockport.edu. Signed pages can be sent/faxed as hard copies.
- All revisions must be resubmitted to senate@brockport.edu with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE: Please be somewhat descriptive, ie. Graduate Probation/Dismissal Proposal rather than Graduate Proposal.

2. BRIEF DESCRIPTION OF PROPOSAL:
Establishes basic criteria and guidelines (currently non-existent) for any graduate certificate at The College at Brockport.

3. WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED? _X__ NO ___ YES EXPLAIN YES

4. DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.

5. HOW WILL THIS EFFECT TRANSFER STUDENTS: N/A

6. ANTICIPATED EFFECTIVE DATE: Summer Session 2011

7. SUBMISSION & REVISION DATES: PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

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8. SUBMITTED BY: (contact person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Susan Seem</td>
<td>Office of Graduate Studies</td>
<td>395-2525</td>
<td><a href="mailto:sseem@brockport.edu">sseem@brockport.edu</a></td>
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9. COMMITTEES TO COPY: (Senate office use only)

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NOTES:
PROPOSED GUIDELINES
for
Graduate Certificate Programs

Introduction

A post-baccalaureate, graduate certificate program is not a degree program, nor is it a post-master’s Certificate of Advanced Study. It is a focused collection of graduate courses in an academic discipline or set of related disciplines. Graduate certificates can offer convenient and time-reduced specialized courses of study that enhance people’s field-specific knowledge, professional training, and credentials. They can also meet licensure or continuing education goals.

While graduate certificates may prepare students for further study, it does not guarantee them entry into related graduate degree programs. Students who have completed their certificate programs and then been admitted to their related degree programs may apply many or all certificate credits to those degree programs. Matriculated degree students may apply for (no extra application fee) graduate certificate programs and take courses that simultaneously fulfill requirements for certificate and degree programs.

Discipline specific or interdisciplinary certificates can provide innovative and attractive academic programs, bolster graduate enrollments, efficiently utilize graduate faculty, and build effective curricular and scholarly relationships across departments.

For these reasons, graduate certificate programs are proliferating at Brockport, its sister SUNY institutions, and other public and private universities. To maintain quality and insure that they reflect the graduate educational mission of The College at Brockport, graduate certificate programs should adhere to the following criteria.

Graduate Certificate Policies

Credit Range- Graduate certificates must entail a minimum of 12 credits and a maximum of 21 credits of graduate-level coursework (or higher number of credits if required by professional standards, accreditation, licensure).

 Applicant Qualifications (same as degree programs)- Candidates for matriculation for graduate certificates must have earned a BA/BS from a regionally accredited college/university, with a recommended minimum cumulative GPA of 3.0 at the undergraduate level. They must have a minimum cumulative GPA of 3.0 in any prior graduate course work.

 Application Process- Candidates must submit an application for a graduate certificate program through the Office of Graduate Studies. In addition to other materials defined by department, applicants must include all student transcripts and pay a Graduate Application fee (unless already a matriculated degree student). Non-degree students must apply before completing 50% of the coursework of a certificate program. No more than 6 non-degree credits taken at The College at Brockport can be credited towards a graduate certificate, and all credits must have at least a grade of “B” and be no more than 5 years old at the point of matriculation in the certificate program.
Transfer Credits- A maximum of 3 credits (with minimum grade of “B” and no more than 5 years old at point of matriculation) earned at other regionally accredited colleges may be transferred into a certificate program with the department’s approval.

Academic Standing- Students must file a Plan of Study during their first semester of matriculation, be continuously enrolled or receive approval for a Leave of Absence, and finish required coursework with a minimum cumulative GPA of 3.0 within 3 years of matriculation. No satisfactory/unsatisfactory grades are allowed for certificate coursework.

Graduate program policies concerning repeating courses, academic probation and dismissal, dematriculation, and readmission apply to graduate certificates.

Course Types- All certificate coursework must be at the graduate level. Certificate students may take no more than 50% of required coursework at the 500-level, and they may take no more than 3 credits of Independent Study/Research or Directed Study.

Credits transferrable into degree programs- All certificate credits (with at least a grade of “B”) may be transferrable into a graduate degree program at The College at Brockport, depending on department policies and degree program requirements. Graduate degree programs are encouraged to avoid having tracks or concentrations for their matriculated MA/MS students which parallel the course requirements for a graduate certificate (i.e. when appropriate, replace their track or concentration with the graduate certificate credential).

Rationale:
The SUNY guidelines for post-baccalaureate certificates are very general, and there are currently no standard guidelines for these “graduate certificates” at The College at Brockport. These proposed guidelines would insure that these certificates, like graduate degree programs, have standard basic criteria to insure that they are academically rigorous and meaningful and that they conform to best practices among comprehensive master’s colleges.
Date: February 11, 2011

To: Lynda Sperazza, Chair
    College Senate Graduate Curriculum and Policies

From: Susan Seem, Assistant to the Provost
     Graduate Education and Scholarship

Re: Graduate Certificate Guidelines

Over the past academic year the Graduate Curriculum and Policies Committee received a number of graduate certificate proposals. These proposals entailed differing number of credits and relationships to graduate degree programs. There are no basic criteria and guidelines for graduate certificates. Given that, with input from and the approval of the Graduate Council, guidelines for graduate certificates were developed. These guidelines are based upon an examination of a number of other master level comprehensive colleges’ statements on graduate certificates.

I am in full support of these guidelines. The presence of such guidelines will ensure a common definition and minimum criteria for graduate certificates across the college.