



Executive Memorandum 23-018

June 8, 2023

From: Gayle E. Hutchinson, President

A handwritten signature in blue ink that reads "Gayle E. Hutchinson".

Subject: Policy on Certificate Programs

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the Policy on Certificate Programs. This document supersedes EM 02-010.

Policy Title:	EM 23-018 Policy on Certificate Programs
Contact:	
Supersedes:	EM 02-010
Revision:	
Enabling Legislation or Executive Order:	

CERTIFICATE PROGRAMS

Definition and Scope

An academic credit certificate program, which can be awarded at the undergraduate or graduate level, is a series of university-level courses or related experiences that provide knowledge and skills in a concentrated course of study that is shorter than a typical undergraduate or graduate degree program. Successful completion of such a program shall be recognized with a certificate of completion awarded by the University.

As detailed in the [Academic Department Manual](#), certificate programs shall be initiated in a similar but distinct manner as degree and minor programs.

Types of Certificates and Minimum Standards

Undergraduate Level Certificates: An undergraduate-level certificate program shall include no fewer than 12 semester units. Course prerequisites shall be included in the program as determined by the relevant academic program. A maximum of six units of transfer credit may be granted.

A grade point average of at least 2.0 must be earned and/or maintained in order to complete an undergraduate-level certificate. Academic programs overseeing certificates can set higher minimum standards.

Graduate Level Certificates: A graduate, or post-baccalaureate, certificate program shall include no fewer than 12 semester units at the 400-level or higher, at least nine of which must be at the 600-level. Lower-division prerequisites may *not* be included in the program. A maximum of three units of transfer credit may be allowed in a post-baccalaureate certificate program.

A grade point average of 3.0 must be earned and/or maintained in order to complete a graduate-level certificate. Academic programs overseeing certificate can set higher minimum standards.

Oversight and Content

A certificate program may include courses from a single department. Interdisciplinary certificate programs may include courses from multiple departments or colleges offered in collaboration. In addition to the academic departments, the expertise of relevant professional groups involved with the certificate program should be sought and incorporated into the program. One academic (lead) department will oversee the development and coordination of an interdisciplinary certificate program. Certificate program proposals will be submitted for approval to the Education Policies and Programs Committee (EPPC), the Academic Senate, and the President of the University.

Eligibility

Matriculated students* may seek a certificate as part of or in addition to their academic objective. Students should follow any application process according to the certificate program requirements set forth by the relevant academic program or department.

Non-degree-seeking students may enroll in a state-support certificate through Open University on a space-available basis with program approval. University application is not required.

* A matriculated student is a student who has, through normal procedures, been admitted formally at a CSU campus to pursue an authorized degree, credential or certificate (for academic credit) and who is enrolled in or is expected to enroll in courses. A student may be matriculated through state-supported university enrollment or through self-supporting extended education enrollment, or both.

Source: [CSU Executive Order 1099, June 9, 2014](#)