

Graduate Certificates (For Credit)

Creation and Self-Funded Status

Creating a new Graduate Certificate:

Provost's Office –Academic Approvals

A for-credit Graduate Certificate is an organized curriculum of credit courses offered as a distinct area of study that leads to specific educational or occupational goals. Certificate programs may consist of courses that are part of a degree program or distinct courses that are created outside of any degree program. All new for-credit Graduate Certificates must be approved by the university and must include student learning outcomes and associated assessments.

Please review the Graduate Certificate Policy outlined below. This policy explains the minimum requirements that must be met and described on the New Certificate Transmittal form.

Student Eligibility:

1. Graduate students may complete a Certificate in a specialized field within their major or a Certificate in another field that enhances their career interests.
2. Non-degree seeking students may pursue a Graduate Certificate with the approval of the academic unit as long as the applicant has at least a bachelor's degree or equivalent from a regionally accredited institution.
3. All students (degree seeking, non-degree seeking, or post-baccalaureate) wishing to complete a Certificate must apply and be admitted by the academic unit offering the Certificate and the college dean or designee.

Responsibility for Developing and Overseeing a Certificate:

1. Graduate Certificate programs shall be developed and overseen by an academic unit and governed within the Graduate School. The approval process includes the graduate faculty in the academic unit, the college curriculum committee and the Graduate Council. Exceptions may be made for existing graduate certificates offered through Centers or Institutes with close ties to an academic unit(s).

2. Graduate Certificates must be offered through an academic unit but may be administered by campus units such as a Center or Institute that does not offer degrees or courses for academic credit.
3. Proposals for Graduate Certificates must include student learning outcomes and appropriate assessment methods.
4. Academic units are required to notify the Graduate School if their Certificate program is discontinued and to present a plan for permitting currently enrolled students to finish the program.
5. Changes to the number of required credits or course levels (professional to graduate) require Graduate Council approval.
6. Any Certificate program that has not awarded a certificate in the previous 5 years will be closed.
7. Academic units interested in submitting a Graduate Certificate for approval must do so through the tracking system at – www.approval.ufl.edu. You should be working with your Graduate Coordinator and Department Chair before starting this process.

Criteria for Completion of a Certificate:

1. A Certificate must include a minimum of 9 credits hours of academic coursework or related experiences approved by the university.
2. Consistent with longstanding Graduate Council policy, the only passing grades for students in a Certificate program are A, A-, B+, B, B-, C+, C, and S. All work used for the Graduate Certificate must meet a minimum overall 3.0 GPA (truncated). Undergraduate coursework cannot be used for a Graduate Certificate but some professional coursework may count as long as the coursework has the approval of the Graduate Council.
3. Coursework used for the Graduate Certificate may also be used to fulfill the requirements for the graduate degree.
4. Graduate Certificates may include courses that are a part of an academic program or courses created specifically for the Certificate.
5. The coursework used to satisfy a Certificate may not be used to count toward another Certificate or a minor.
6. Applicants will not be admitted into a Graduate Certificate program that has the same name as the major, concentration or minor.

Issues to Address in the Application for a Graduate Certificate:

1. Justification for offering the Graduate Certificate.
2. Non-degree students must complete their coursework for the Certificate with a 3.0 or higher GPA. Only coursework with a letter grade of B or better will transfer into a graduate program. All relevant Graduate Council policies apply to transfer of credits.
3. For graduate programs offering concentrations, the difference between the concentration and the Graduate Certificate must be clearly delineated on the New Certificate Transmittal Form.
4. Programs that currently have students pursuing a Certificate must provide a plan for transitioning their students into a Graduate Council approved Graduate Certificate.

Administrative Logistics:

1. Graduate Certificates will be awarded after successful completion of the approved Certificate program and will be posted to the academic transcript. Comments posted to the transcript will

be titled "Graduate Certificate in..." The Office of the Registrar will print and distribute Graduate Certificates to the recipients.

2. The Graduate School will maintain a list of approved Graduate Certificates. Academic Units may describe their approved Certificate programs in their Fields of Instruction in the Graduate Catalog.
3. Only programs of study that involve UF for-credit coursework need to seek approval through the approval system. Those programs of study, such as continuing education, may not be termed "Graduate Certificate" and may not bear the official UF seal. Such programs may issue "Certificates of Completion".
4. The academic unit will notify the Office of the Registrar of students admitted into a Graduate Certificate program.
5. Students must be registered the term that they receive the Certificate.
6. Students must apply to receive a Certificate by the mid-point of their final term.
7. Applicants who are not enrolled in the Graduate School must register as non-degree seeking students and be admitted by the academic unit each term.
8. Verification of a bachelor's degree or equivalent from a regionally accredited institution is required.

Required documentation when submitting a proposal in the approvals system:

1. Catalog copy – Catalog-style description of the certificate, requirements for entry, requirements for completion, and a suggested semester-by-semester plan, prepared as a Microsoft Word document.
2. Support documentation – Memos, emails, etc. from other units to provide evidence of the availability of courses that are required for the certificate and/or to provide evidence for support of the proposed certificate if there is clear or potential overlap or duplication of content.
3. Academic Assessment Plan (AAP) – The plan must be submitted for approval during the first semester students are enrolled in the certificate.

Self-Funded Program Status:

Once the graduate certificate has been fully approved, you can apply for self-funded program status. To apply for self-funded program status all courses required for the certificate would need to be offered fully online. To pursue self-funded program status, please work closely with your Graduate Coordinator, Department Chair and HHP's Online and Distance Learning office. Below are the necessary forms to start this process:

<https://tnt.aa.ufl.edu/policies/#self-funded-approval>

[Application for Self-Funded Program Status](#)

[Self-Funded Graduate Program Budget Template](#)

Self-Supporting Program Policies:

1. UF students in state-funded (StF) programs cannot be enrolled in a self-supporting section. If a StF program student needs to take a course that is offered as self-supporting then an StF section must be created and the student enrolled in that section.
2. Self-supporting program status requires a single, approved rate (the base charge per student plus required fees, i.e., cost per credit hour) and such programs will have an assigned special program code.
3. Self-funded programs are required to charge some or all of the UF student fees:
 - a. Capital Improvement Trust Fund Fee (required)
 - b. Technology Fee (required)
4. Collaboration and Cooperation between programs is permissible and encouraged under the following conditions:
 - a. If both programs are self-supporting, the primary program must accept the secondary program's fee structure and the special program code for the secondary program is used for these students participating in the cooperating programs.
 - b. If the secondary program is StF, then there are two options available:
 - i. The student may be enrolled in the StF section and pay the applicable state rate.
 - ii. A self-supporting section may be created using the primary program's special program code. In this case, the instructor must be compensated by the self-supporting program. Compensation may be overload or through a salary distribution for the instructor. NOTE: This action does not constitute self-supporting approval for the course by the self-supporting committee.
5. Formal agreements between programs must be approved by the Associate Provost for Teaching & Technology.