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ACADEMIC SENATE

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COMMITTEE ON INSTRUCTION AND CURRICULUM

22-23 CIC 13

Monday, October 31, 2022

TO: The Academic Senate
FROM: Committee on Instruction and Curriculum (CIC)
SUBJECT: 22-23 CIC 13: Graduate Certificate Programs
PURPOSE: Approval by the Academic Senate
REQUEST: That Academic Senate approve the recommended policy below. The policy will be effective upon approval of the President.

BACKGROUND INFORMATION:

CIC received the letter below from AD Watnik and discussed the policy suggestion for updates to the requirements for graduate certificate programs on Oct. 17 and Oct. 31. CIC members voted unanimously to approve the policy updates at their meeting on Oct. 31.

During semester conversion, the Senate formally defined "Graduate Certificate" programs ([16-17 CIC 97](#)) and "Undergraduate Certificate" programs ([16-17 CIC 119](#)).

The Department of Music created a Single Subject Matter Preparation program for Music in 2014 ([13-14 CIC 20](#)). Since the certificate program includes lower division courses, it does not formally meet the graduate certificate requirements and is thus defined as an undergraduate certificate. Most of the graduate students who obtain the certificate are in the MA Music Program. However, that program is being suspended. Since the CSU does not admit students to pursue undergraduate certificates, there is no viable pathway to admit students who already have bachelor's degrees to this program. They would like a path to admit students to the certificate program, but this can only happen if it is a graduate certificate.

The suggested change is noted in red below. This change would permit certificates like the Music SSMP Certificate to count as graduate certificates (and admit students) while not substantively changing the qualifications or the program.

PROPOSED POLICY REVISION:

A graduate certificate program is a coherent set of academic courses, considerably narrower in scope and objectives than a degree, for which you can receive a certificate upon its successful completion. Most certificate programs are oriented toward occupations and/or career skills. Each certificate program must contain a minimum of 12 units. For programs that include undergraduate courses, the minimum is 15 **upper division** units. ~~Any undergraduate courses must be at the upper-division level.~~ Only one course below the 600-level may be taken "CR/NC" and no graduate course may be taken "CR/NC" in a certificate program unless that is the only grading pattern for the course. Students must take at least 75% of the courses and all 600 - level courses at Cal State East Bay. (For certificate programs, Cal State East Bay courses may be taken through University Extension or as a regularly admitted and enrolled student.) No student is required to complete a certificate program. Completion of a certificate program is recognized by the awarding of a certificate. There is no notation about the program on either a diploma or permanent record. (The courses will, of course, be on the student's permanent record.)