



## **Policy on Credit-Bearing Certificate Programs**

**RES 232428**

AAC

- RESOLVED:** That new credit-bearing certificate programs undergo the same process for approval as new degree programs (apart from submission to the Chancellor's Office).
- RESOLVED:** That existing credit-bearing certificate programs must go through this process to be officially recognized.
- RESOLVED:** That credit-bearing certificate programs be added to the program review schedule to be reviewed along with other degree programs for review by the University Program Review Committee (UPRC) every seven years.
- RESOLVED:** That the Office of the Registrar establish a process for the awarding of certificates including listing certificates on student transcripts and issuing of a document upon program completion.
- RESOLVED:** That IRPA develop a process for tracking students enrolled in credit-bearing certificate programs and other relevant program review data.
- RATIONALE:** There is currently no process for the awarding of most credit-bearing certificate programs and no formal process for review of credit-bearing certificate programs. Establishing this process will allow for formal recognition of certificate programs for students. Additionally, while there is no required Chancellor's Office notification of certificate implementation, WSCUC requires campuses to report academic credit bearing certificates.

### **Attachments:**

UPRC Request to Senate Extended Education Programs  
Certificates and Certificate Programs

### **Distribution List:**

President  
Provost and VP for Academic Affairs

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Department Chairs  
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Approved by the Academic Senate: May 9, 2024

Sent to the President: May 23, 2024

President Approved: July 1, 2024



## MEMORANDUM

**DATE:** March 11, 2024

**TO:** Dr. Aaron Hegde, Chair, Academic Senate

**FROM:** The University Program Review Committee  
Dr. Ángel Vázquez-Ramos, Chair; Dr. Hager El Hadidi; Dr. Jacquelyn Ann K. Kegley; Dr. Yeunjoo Lee; Dr. Dayanand Saini; Dr. Danielle Solano; Dr. Jinping Sun; Dr. Denver Fowler (ex officio)

**SUBJECT:** Review Of Programs Offered Through Extended Education

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During discussion in a recent University Program Review Committee (UPRC) meeting, the committee discussed the review of certificate programs offered through Extended Education. It became apparent to the committee that these (and other programs on self-support) do not have a process for program review. The UPRC respectfully asks the Academic Senate to develop a process for the review of certificate and other programs offered through Extended Education.

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June 2022

## Certificates and Certificate Programs

Campuses are delegated the authority to establish certificates and certificate programs.  
Please see [Policy 806](#).

There is no required Chancellor's Office notification of certificate implementation, enrollment suspension, or discontinuation.

WSCUC requires campuses to report academic credit bearing certificates. All qualifying certificates in existence prior to July 1, 2016 were grandfathered in. New qualifying certificates must be reported and are subject to varying degrees of review. If the certificate represents a significant departure from the campus' current offerings, it will be subject to substantive change review. Certificates that do not reflect a significant departure must be reported, and WSCUC staff will verify that the new certificate does not represent a significant departure. See the WSCUC guide [Non-degree Programs Process and Procedure](#) for more information.

Since system approval is not required for certificates, until and unless this WSCUC policy is changed there is no need to notify the Chancellor's Office of new certificate programs.

Please direct questions to APIFD at (562) 951-4677 or [degrees@calstate.edu](mailto:degrees@calstate.edu).

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