

Standards for Certificate of Graduate Study

August 2022

Description and Purpose

Certificates of Graduate Study (CGS) are intended to enhance the graduate degree programs of UVM students already enrolled in graduate degree programs, as well as provide an opportunity for new graduate students to acquire knowledge and develop professional skills that will enhance their career options. A CGS is comprised of 15-21 credits of coursework, including a minimum of 9 credits of core courses.

Each CGS will comprise a core subset of 9 credits that all students must take and a minimum of 6 additional credits of prescribed credits or recommended electives. Up to 6 additional elective credits may be included in a CGS. The total number of credits required for the CGS, and which courses comprise the required 9-credit core, are specified at the time of approval and are not variable within the program.

Nine graded credits of coursework taken after admission and matriculation into the CGS are required to issue the CGS and all credits for the CGS must be taken at UVM. A maximum of 6 graduate level credits taken as a UVM nondegree student may be counted towards the completion of the CGS; once the student enrolls in the CGS, these would transfer as non-graded (TR) credits, provided they meet the guidelines for transfer of graduate credit. .

Proposals for Certificates of Graduate Study

Proposals for a new stand-alone Certificate of Graduate Study use the standard Faculty Senate Proposal for New Academic Program template and must have a New Program Proposal Coversheet. Proposals for a new CGS originate with interested faculty on campus, and must follow standard program proposal and review procedures. These include: development and deliberation of a proposal at the Program and College level, and approval by relevant Program and College committees; submission of a proposal to the Graduate College for review and deliberation by the Graduate College Executive Committee; upon approval, submission of the proposal to the Provost, who requests review by the Faculty Senate Curricular Affairs Committee; upon approval, submission to the Board of Trustees for consideration and approval.

If a new CGS is proposed that is affiliated with an existing mCGS, the proposal should be in the form of a memo that includes specific rationale for the CGS, any other information that would be different for the CGS and its own New Program Proposal Coversheet and abstract. Letters of support from the unit curriculum committee, the unit dean, and the Graduate Executive

Committee must also be included along with a copy of the catalogue entry for the existing mCGS should accompany the memo.

Proposers of a new CGS will be encouraged to consider proposing a parallel micro-CGS (mCGS) feeder into the new CGS at the same time. The accompanying mCGS proposal requires its own Cover Sheet and Abstract, but otherwise can follow the instructions in the preceding paragraph for a new CGS affiliated with an existing mCGS.

General Guidelines

Certificates of Graduate Study have the following requirements:

1. The Graduate College is the managing entity for Certificates of Graduate Study.
2. Certificates of Graduate Study are awarded for academic credit taken at UVM, and all credits towards an CGS must be completed at UVM within a 5-year period.
3. A faculty director administering the program and responsible for admissions and advising for the program must be member of the UVM Graduate Faculty.
4. Students admitted to CGS programs must be at the post-baccalaureate level, be admitted to the Graduate College before taking the final 9 credits of the CGS and must maintain a minimum 3.00 GPA in the CGS curriculum to obtain the credential.
5. Students must complete a minimum 9 graded credits in the CGS after admission to the Graduate College. Graduate credits taken at other institutions will not transfer into a UVM CGS, but up to 6 graduate level credits taken as a nondegree student at UVM will be considered for transfer.
6. A minimum of 15 credits of graduate-level course work is required; however, a CGS may require up to 21 credits.
7. Courses must be in a defined subject area, and drawn around the specific theme of the CGS title.
8. A minimum of 9 credits must be identified as core requirements taken by every student.
9. Non-core (elective) courses must be chosen from a specific, published list of acceptable options.
10. Students submit a Program Plan upon admission to the CGS and must submit a Program Completion form to the Graduate College to initiate awarding of the credential.

- 11.** The CGS will not be awarded retrospectively – a student must apply for admission to a CGS program prior to taking the final 9 credits. Certificates of Graduate Study are only offered to students who are actively enrolled in a CGS program.
- 12.** Credits used for a CGS may be applied toward an appropriate master's or doctoral degree at UVM, and conversely, credits applied toward a graduate degree at UVM may be applied toward an appropriate CGS (i.e., credits may overlap between one CGS and one degree). Credits taken for one CGS may not be used to fulfill requirements for another CGS.
- 13.** Confirmation that a Certificate of Graduate Study has been completed will be indicated on a student's transcript and appear in Commencement records.

Program Review

Certificates of Graduate Study are evaluated under the auspices of the standard academic program review processes when graduate programs of the College or School that delivers coursework towards a CGS are being reviewed. Biannual review of the curriculum by the program faculty should be completed to determine whether the curriculum is meeting its learning outcomes. Substantial revisions must follow the Faculty Senate process; minor revisions are approved through the Graduate Executive Committee.