Graduate Certificate Policy
Graduate Council, UCSC
Approved by Graduate Council November 20, 2014

These guidelines describe how to propose a graduate certificate to Graduate Council for approval. There are two types of graduate certificates, described broadly below:

1. *Graduate Academic Certificate (GAC)*: is a stand-alone certificate program that has an independent admission process, does not require students to be enrolled in another graduate program, and requires a minimum of three quarters (or two semesters) of full time resident study. This type of graduate certificate must be approved by the Divisional Graduate Council and CCGA, and is **not** covered by this policy. This type of graduate certificate conforms to Senate Regulation 735.[1]

2. *Graduate certificate*: is proposed in conjunction with another professional or academic degree and is not a stand-alone program. This type of program is reviewed and approved by the Graduate Council. *The policy guidelines below apply to this second type of graduate certificate*. A graduate certificate is entered as a "qualification" in AIS and is reflected on the receiving student's transcript. Graduate certificates are not subject to catalog rights.

Preparing a Proposal to offer a Graduate Certificate
Proposals to establish a graduate certificate should be submitted to Graduate Council for approval and include the following documents. The graduate certificate curriculum is supervised by Senate faculty and overseen by an academic unit (including the Graduate Division) or campus research center.

☐ **Cover Letter** stating the rationale for offering the graduate certificate and summarizing key aspects of the proposal, including academic objectives and resource needs.

☐ **Proposal** that addresses:
    ☐ Course and other requirements for the graduate certificate, including a single set of requirements for all students regardless of their primary program of study
    ☐ program's academic objectives
    ☐ internal resources needed to mount and sustain the program. If no additional resources are required, this should be stated. If additional resources, are required, they should be described, and the source of support for these resources should be identified.
    ☐ number of students likely to participate
    ☐ discontinuance—how the program will be discontinued if student demand does not justify its continuance, if faculty interests change, or if resources are reduced. Campus approval is required for discontinuance.

☐ **Divisional Dean's comments on resources**, confirming resource-neutrality of the proposed graduate certificate, or a commitment of resources to support the graduate certificate sustainably.

The completed proposal should be addressed and sent electronically to the Graduate Council, with a copy to the Vice Provost of Academic Affairs (VPAA). Graduate Council will consider the VPAA's comments, if any, in its review of the proposal. The VPAA announces approval of the certificate program to the campus.

Please direct any questions, comments, or requests to establish a graduate certificate to the Graduate Council Analyst, Esthela Bañuelos (esthela@ucsc.edu), 459-1317).

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[1] See the UC Compendium (September 2014) for further information: