

Graduate Certificate Program Guidelines



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Approved by: Graduate Council

Certificate programs governed by these policy guidelines are academic, credit-bearing programs that end with the awarding of a certificate rather than a graduate degree. They require between 12 and 29 semester credits as defined in BOR Policy 301.1 and they must be approved by the UM Faculty Senate prior to implementation.

Certificate programs established under these guidelines are designed for developing specialized skills and knowledge. They often have a practical or applied orientation and they are intended to indicate to prospective employers that the certificate holder has completed a Faculty Senate approved course of study.

A Faculty Senate approved certificate program is the only kind of graduate certificate program whose certificate may include the words “awarded by The University of Montana” or “The University of Montana awards...” The awarding of a Faculty Senate approved graduate certificate is recorded on the student’s transcript.

Guidelines for Graduate Council Review

1. Each certificate program shall require a minimum of 12 semester credits. Twenty-nine semester credits are the maximum credits for a graduate certificate without Board of Regents approval.
2. Each graduate certificate shall have a common core of at least six semester credits to ensure internal coherence.
3. In addition to elective courses, certificate programs may designate other requirements such as licensure requirements or other professionally required certificates, internships, work projects, or attendance at professional meetings and symposia.
4. The content of the required and practical courses shall reflect the practical knowledge, skills, and abilities that the certificate program purports to develop.
5. All courses for the certificate shall be completed with a minimum grade of B-. (This does not preclude programs from setting higher minimum requirements).

Procedural Guidelines

1. Each certificate program shall be reviewed by the Graduate Council and approved by the Faculty Senate before the first certificate may be awarded.
2. Graduate certificate programs are open to students in either degree or non-degree admission categories.
3. All certificates issued by the Registrar shall be of similar design, include The University of Montana logo, and be of sufficiently good quality to have a professional appearance. The wording that appears on the certificate must be approved by the Provost.

4. The name of the certificate program and the date awarded shall be recorded on the student's transcript.
5. Each certificate program shall be reviewed in conjunction with the regularly scheduled review of the academic unit(s).