




Policy Number:	AA 03-030
Policy Administrator:	Office of the Provost
Policy Initiator:	Office of the Provost
Authority:	CSU Executive Order 806
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Revised Date:	
Approved:	Interim President Michael J. Dumont
Approval Signature:	

Undergraduate and Graduate Academic Credit and Non-Credit Certificates Policy

Purpose: The purpose of this policy is to set out the criteria and protocol for the establishment and approval of academic credit and non-credit certificates.

Scope: The scope of this policy covers all credit and non-credit certificates offered through undergraduate and graduate programming, both self-support and state support, with the exception of licensure and certification as done by the U.S. Coast Guard and the certificate program as developed by the Edwards Leadership Development Program and others that may be as designated by the Office of the Provost.

Accountability: The Office of the Provost is responsible for the maintenance of this policy and its alignment with system, state, and federal guidelines.

Policy: It is the policy and the authority of CSU Maritime Academy to bestow certificates (as defined below) upon students that have successfully completed a curriculum as prescribed by CSU Executive Order 806.

Procedure:

1. Definitions

- A certificate as defined in CSU Executive Order 0806: "A certificate declares that a student has satisfactorily completed the curriculum of a certificate program. A certificate program provides a set of learning experiences concentrated in a specific set of educational goals. In most cases, certificate programs are provided through extended education. At the discretion of the university, academic credit earned in certificate programs may be awarded at the graduate and undergraduate levels. Certificate programs may grant Continuing Education Units (CEUs), or they may include non-credit offerings."

Certificate programs may be academic credit-bearing programs or non-credit programs.

- Certificates are classified as “Academic” if students receive academic credit for any courses in the program.
- Certificates are defined as “non-credit” if no academic credit or grade is required to be awarded for completion of courses in the program.

2. Specific to the Academic Credit Certificate:

- A. Academic Credit Certificates are designed to provide specific kinds of degree credit course work in order that students may acquire particular competence or skills commonly required or used in a designated vocational or professional field. Students need not be enrolled in a degree program to undertake study under a certificate program, but must meet the prerequisites for the course of study and be eligible for enrollment at Cal Maritime under resident or extension, or concurrent enrollment.
- B. The program is initiated by an instructional unit or cooperatively by two or more instructional units in collaboration with Professional and Continuing Education and must ordinarily be composed of a sequence of degree credit course work. The program must have a specific objective different from that of the existing major or minor degree programs at Cal Maritime. Academic Credit Certificates may be offered on an undergraduate level, or graduate level. On the undergraduate level – the academic credit certificate can be offered to non-matriculated students through Open University (OU).¹
- C. Academic Credit Certificates must include a minimum of 9 units and a maximum of 18 units of coursework. Programs may require that all prerequisite work be completed prior to enrolling in the certificate program.
- D. Students must have a minimum GPA of 2.0 in the coursework to be awarded a certificate; however, departments may elect to set more stringent standards to ensure the quality of certificate holders with respect to the program.
- E. All courses in an Academic Certificate Program must undergo the normal course approval via the Faculty Senate Curriculum Committee prior to approval of the certificate course package.
- F. The entire Academic Certificate Program must be reviewed and undergo the appropriate recommendation process of the Faculty Senate Curriculum Committee.
- G. In the case of graduate level academic certificates, eligibility – including international student enrollment – shall be set by the program coordinator in conjunction with the Professional and Continuing Education.

¹ This justification must comply with Executive Order 1099 which allows OU enrollment in state-supported courses on a space available basis after enrollment opportunities have been provided to state-support matriculated students. Furthermore, this justification must also comply with Executive Order 805 which states “enrollment or potential enrollment of non-matriculated students in state supported courses shall not be the basis of the addition for a course that would otherwise be canceled because of low enrollment of regular matriculated students.

- H. Under no circumstances may a matriculated undergraduate student delay graduation to complete an academic certificate if all other requirements for graduation have been completed. For graduate-level academic certificate programs, a timeline for completion shall be set by the program coordinator in conjunction with the Professional and Continuing Education.
- I. All Academic Certificate Programs are subject to periodic program review as per the Academic Program review Policy. The quality and currency of credit-bearing certificate programs shall be reviewed on a regular basis as part of scheduled academic program review. Such a review shall also include an analysis of the program's financial viability.

*This justification must comply with Executive Order 1099 which allows OU enrollment in state-supported courses on a space available basis after enrollment opportunities have been provided to state-support matriculated students. Furthermore, this justification must also comply with Executive Order 805 which states "enrollment or potential enrollment of non-matriculated students in state supported courses shall not be the basis of the addition for a course that would otherwise be canceled because of low enrollment of regular matriculated students.

3. Specific to the Non-Credit Certificate:

- A. Non-credit Certificates are awarded to persons who have participated in an approved program of seminars, symposia, workshops, and/or course work for which degree credits are not given. Programs may be initiated by on-campus or off-campus individuals or organizations. Examples of programs in which a Non-credit Certificate is awarded are weekend seminars or workshops on specific academic, professional, and/or practical topics; or summer programs in which *non-credit instructional courses* are offered. Continuing Education Units (CEUs) may be awarded for non-credit certificates as measurements of participation time.
- B. Non-Credit Certificates can be offered on the undergraduate or graduate level.
- C. Non-Credit Certificates must be approved by the certificate-granting department (including the School Dean), but do not need to be processed through the Academic Senate Curriculum Committee.
- D. All Non-Credit Certificate Programs are subject to periodic program review as per the Academic Program review Policy. The quality and currency of credit-bearing certificate programs shall be reviewed on a regular basis as part of scheduled academic program review. Such a review shall also include an analysis of the program's financial viability.