

**CERTIFICATES OF GRADUATE
Requirements and Policies
Graduate College, University of Vermont**

Certificates of Graduate Study (CGS) are intended to enhance the graduate degree programs of UVM (for students already enrolled in graduate programs), as well as provide an opportunity for new 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 number of credits required for the CGS, and which courses comprise the required 9-credit core, would be specified at the time of approval and would not be 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. For a 15 credit CGS, a student would be able to take 3 credits towards the CGS as a UVM nondegree student; once the student enrolled in the CGS, these would transfer as non-graded (TR) credits and could count towards completion of the CGS.

Proposers of a new CGS will be encouraged to consider proposing a parallel micro-CGS feeder into the new CGS.

Basic Requirements and Policies

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 3-year period.
3. A faculty member responsible for admissions and advising for the program must be member of the UVM Graduate Faculty.
4. 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 graduate credits taken as a non-degree student at UVM will be considered for transfer.
5. 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 to obtain the credential.
6. A minimum of 15 credits of graduate-level course work is required; however, a CGS may require up to 21 credits.
7. Students must submit a program-approved completion plan that indicates the specific courses they will take to complete the CGS.
8. Courses must be in a defined subject area, and drawn around the specific theme of the CGS title
9. A minimum of 9 credits must be identified as core requirements taken by every student.
10. Non-core (elective) courses must be chosen from a specific, published list of acceptable options.

11. As with all other graduate academic programs, course / program requirements for the CGS must be approved by the Graduate Executive Committee and other University governing boards, after review within College curriculum committees. Revisions must follow similar review processes.
12. 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.
13. 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.
14. Certificates of Graduate Study are programs of the Graduate College at UVM, and as such, they cannot be offered under other names or independent outreach arrangements. Likewise, it is a University policy that students taking courses pay fees appropriate to the number of listed credit hours for each course in which they enroll.
15. Confirmation that a Certificate of Graduate Study has been completed will be indicated on a student's transcript and appear in Commencement records.

Proposals for Certificates of Graduate Study

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.

Program Review

Certificates of Graduate Study should be evaluated under the auspices of 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. If there are notable changes to a CGS curriculum, programs must submit course change proposals for review by the Graduate College Executive Committee.