

Micro-CERTIFICATES OF GRADUATE STUDY
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. The micro-Certificate of Graduate Study (mCGS) is similar in intent but comprises fewer courses (9-14 credits). The goal of the mCGS is to provide students with the opportunity to take a smaller, more specific core set of courses that can either stand alone as an independent credential or be used towards the completion of a Certificate of Graduate Study.

Each mCGS will comprise a core subset of 9 credits that all students must take; up to 5 additional elective credits may be included in a mCGS. The number of credits required for the mCGS 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.

In all cases, 9 graded credits are required to issue the mCGS and all credits for a mCGS must be from UVM. For a 12-14 credit mCGS, a student would be able to take 3-5 credits towards the CGS as a UVM nondegree student; once the student enrolled in the mCGS, these would transfer as non-graded (TR) credits and could count towards completion of the mCGS. Similarly, if the mCGS is a subset of courses required for a CGS, a student could stack the mCGS with additional UVM coursework to get a more powerful credential.

Proposers of a new CGS will be encouraged to include proposing at the same time one or more mCGS feeders into the new CGS. Similarly, for an existing CGS, the Graduate College encourages development of one or more feeder mCGS proposals to provide a stackable credential.

The proposal and approval processes for a mCGS will follow the same procedures as for Certificates of Graduate Study, and student application processes will be handled in a similar fashion.

Basic Requirements and Policies

Micro-Certificates of Graduate Study have the following requirements:

1. The Graduate College is the managing entity for Micro-Certificates of Graduate Study.
2. Micro-Certificates of Graduate Study are awarded for academic credit taken at UVM, and all credits towards a mCGS 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 9 graded credits in the mCGS after admission to the Graduate College. Graduate credits taken at other institutions will not transfer into a UVM mCGS.
5. Students admitted to mCGS programs must be at the post-baccalaureate level, be admitted to the Graduate College before taking the final 9 credits of a mCGS, and must maintain a minimum 3.00 GPA to obtain the credential.
6. A minimum of 9 and graded credits of graduate-level course work is required; however, a mCGS may require up to 14 credits.
7. Courses must be in a defined subject area, and drawn around the specific theme of the mCGS title.

8. A minimum of 6 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. As with all other graduate academic programs, course / program requirements for the mCGS 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.
11. The CGS will not be awarded retrospectively – a student must apply for and be admitted to a mCGS program prior to taking the final 9 credits. Micro-Certificates of Graduate Study are only offered to students who are actively enrolled in a mCGS program.
12. Credits used for a mCGS may be applied toward an appropriate Certificate of Graduate Study, master's or doctoral degree at UVM, and conversely, credits applied toward a graduate degree at UVM may be applied toward an appropriate mCGS (i.e., credits may overlap between one mCGS and one degree or CGS). Credits taken for one mCGS may not be used to fulfill requirements for another mCGS.
13. Micro-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.
14. Confirmation that a Micro-Certificate of Graduate Study has been completed will be indicated on a student's transcript.
15. The Banner notation for the mCGS will be the concentration notation with the following parameters:
 - Level = CR
 - College = 50 (GR)
 - Degree = Micro Certificate of Graduate Study (ONE degree code for ALL of these)
 - Major = ONE major code for ALL
 - Concentration code to define what it actually is

They would be set up so they do not create degree records in Banner (specifically, on SHADEGR), so on the transcript it would look like the UG Certificate transcript.

Proposals for New Micro-Certificates of Graduate Study

Proposals for a new mCGS 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 mCGS is proposed along with a new CGS with which it is affiliated, submit a full proposal for the CGS and include an additional memo indicating the component to be separated out as the mCGS. That memo should include specific rationale for the mCGS, any other information that would be different for the mCGS and its own coversheet and abstract.

Program Review

Micro-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 mCGS are being reviewed. Biennial 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 mCGS curricula, programs must submit course change proposals for review by the Graduate College Executive Committee.