Protocol for Approval of Credit-Bearing Academic Certificate Programs

Definitions

Long-Term Certificate Program (University)—The Council on Postsecondary Education defines a long-term certificate program as a program that requires at least one-year to complete and results in the awarding of a certificate. At EKU, we call this type of certificate a university certificate. University certificates must be approved by CPE and we must report to CPE the number of certificates we award.

- Undergraduate university certificates require 24 or more hours.
- Graduate university certificates require 18 or more hours.

University certificates are issued by the University and printed on diploma stock. University certificates are automatically recorded on student transcripts. Students who complete a university certificate must apply for graduation and pay applicable fees. University certificates are not awarded at the Commencement ceremony.

Short-Term Certificate Program (Department/College)—The Council on Postsecondary Education defines a short-term certificate program as a program that requires less than one-year to complete and results in the awarding of a certificate. At EKU, we call this type of certificate a department/college certificate.

- Undergraduate department/college certificates typically require12-23 hours.
- Graduate department/college certificates typically require 12-17.

Department/college certificates are issued by the academic department or college. Department/college certificates may be noted on student transcripts at the request of the department or college. Department/college certificates are not awarded at the Commencement ceremony.

Approval Process for Certificate Programs

University Certificates
1. College submits certificate program to CAA for approval. (NOTE: Graduate certificates must first be approved by Graduate Council.)
2. Certificate program is submitted to Faculty Senate for approval.
3. Certificate program is sent to CPE for approval.
4. Certificate program is sent to Board of Regents for approval.
5. Office of the Provost will notify college and department of final approval.
6. Certificate program will be effective in the following academic year and will be listed in the Catalog.

Department/College Certificates
1. College submits certificate program to CAA for approval. (NOTE: Graduate certificates must first be approved by Graduate Council.)
2. Certificate program is submitted to Faculty Senate for approval.
3. Office of the Provost will notify college and department of final approval.
4. Certificate program will be effective in the following academic year and will be listed in the Catalog.