Revisions to this policy are to add a Type D certificate. Type D is a graduate level certificate. The other revisions are to differentiate the policy between undergraduate and graduate certificates.
CWUP 5-090 Certificate Programs

UNDERGRADUATE CERTIFICATE PROGRAM

Certificate programs are courses of study that normally require less than one-quarter of the credits required during a degree program at a similar level. They are usually highly specialized career programs and are occasionally geared for admission to licensing or career entrance tests.

Certificate programs are prescribed courses of study designed (a) to provide a specialty within an academic program or (b) to build competency in an applied field of study. Because many students and employers place high value on such programs that do not necessarily constitute or require a four-year academic program, Central Washington University has developed three types of undergraduate professional certificate programs.

GRADUATE STUDIES CERTIFICATE PROGRAM

Graduate certificate programs are courses of study that require equal to half or less than half of the credits required during a degree program at a similar level. They are usually limited in scope relative to a graduate degree program but provide an opportunity for advanced study with a particular focus. Subject to the regulations that govern a specific program, a graduate certificate can often serve as an intermediate accomplishment for a student whose ultimate goal is a graduate degree.

TYPES OF CERTIFICATE PROGRAMS

Four types of programs are described and the characteristics listed that determine the placement of a program into one of the four categories. The primary characteristics that determine the classification of the certificate program are (a) the primary target audience and (b) the type of courses offered within certificate requirements. The type of certificate program offered determines the unit of primary responsibility for the program and the review process required for implementation and/or revision. It also determines the type of credit that can be awarded and determines the unit charged with the responsibility of maintaining ongoing records.

(A) Type A. College Sponsored Undergraduate Certificate Programs: Programs that admit only matriculating students and offer a set of courses approved through the CWU academic governance procedures are classified as “College Sponsored Certificate Programs.” These programs are developed, taught, and offered by academic departments housed in colleges at CWU.

(B) Type B. Collaborative Undergraduate Certificate Programs: Programs that admit both matriculating students and non-matriculating students and offer a set of courses that includes regular course offerings appearing in the CWU catalog and administered by CWU Colleges are classified as “Collaborative Certificate Programs.” These programs are developed, taught, and offered by academic departments housed in colleges in cooperation with the office of continuing education.

(C) Type C. Continuing Education Certificate Programs: Programs that target primarily non-matriculating students and offer a set of instructional experiences developed independent of CWU’s colleges but with input as appropriate from faculty are classified as “continuing education certificate programs.” These programs are developed, delivered, and administered by the office of continuing education in consultation with faculty, academic departments, and/or college dean, as appropriate.

(D) Type D. Graduate School Certificate Programs: Programs that only admit students who meet the criteria to be accepted into the School of Graduate Studies and Research and offer a set of courses which appear in the CWU catalog. Certificates are administered by CWU Colleges and are classified as “Graduate School Certificate Programs.” These programs are developed, taught, and offered by academic departments housed in colleges at CWU.