

GUIDELINES FOR PREPARING THE COURSE OF STUDY

The program of study leading to a graduate certificate must satisfy the following conditions:

- The total credit requirement cannot exceed half of the total number of credits required by the most closely related master's degree program offered by the University;
- The following courses cannot be applied to a certificate: 500, 595, 598, 689, and 700.
- Any course applied to a previously earned degree of any type at any institution cannot be applied to meet the credit requirements of a graduate certificate program.
- At least two thirds of the total credit requirement must be earned at Central Washington University.
- Only one 400 level course can be included in the certificate program. The student must earn a B or above in this course in order for it to count towards the student's course of study.
- A student may be co-enrolled in two certificate programs if approved by the Program Coordinator(s) and department Chair(s).
- If approved by the Program Coordinator, department Chair, and Dean of SGSR, all credits earned with a grade of B or above in a CWU graduate certificate program may be used towards a master's degree program.
- The student cannot apply CWU certificate credits into an Individual Studies Master's program.
- All requirements for a graduate certificate (including courses completed at another college or university) must be started and completed within three years. If the student continues on to a master's program, students are expected to complete all requirements for the master's degree within six years from the date of first enrollment.
- Individual Studies certificates are prohibited.
- Any divergence by the certificate curriculum from these requirements must be approved by the dean of SGSR.