

Proposal to the Graduate College Executive Committee for New/Revised Graduate College Policy

PROPOSAL TITLE: Establishment of the Campus Graduate Certificate, a graduate-level transcribed credential offered by the University of Illinois Urbana-Champaign campus.

SPONSOR: Wojtek Chodzko-Zajko, Dean of the Graduate College

BRIEF DESCRIPTION: This proposal seeks to establish the Campus Graduate Certificate as a new transcribed credential conferred by the University of Illinois at Urbana-Champaign, available only to students who have previously earned a bachelor's degree and are not pursuing other Illinois programs of study, typically referred to as non-degree students.

This credential will help the University of Illinois at Urbana-Champaign further serve the workforce of the State of Illinois, the nation and the world with a new educational opportunity that can qualify for financial aid. The transcribed Campus Graduate Certificate is designed for those seeking professional advancement, or those transitioning to a new field, to more readily obtain a professional credential that signals their knowledge, skill and competence to make valuable contributions in areas of high demand. This new credential will allow programs to develop a short, focused program of coherent coursework on a particular subject.

The Campus Graduate Certificate requires, at a minimum, a program of graduate courses at the 400-level or higher for a total of at least twelve credit hours over at least ten weeks of instruction, completed with an average GPA of at least 2.75 or better on a 4.0 GPA scale. These are baseline requirements, and proposals for specific Campus Graduate Certificates are encouraged to set requirements strict enough to accurately represent the demands of the focused area of study within their academic discipline. For example some "bridge" programs designed to prepare students for graduate study in a different field may require more than twelve hours of credit, whereas other "professional certification" programs might require some coursework at the 500-level.

BACKGROUND: The University of Illinois at Urbana-Champaign offers a wide variety of certificates¹, which are not transcribed, and are referred to informally as "small 'c' certificates." Students pursuing these certificates will have completed courses documented on the University of Illinois transcript, but completion of the certificate is not noted on the student's transcript. In addition, students pursuing the coursework in these programs are not eligible to receive financial aid. These certificate programs are developed, approved and administered by individual colleges, and are designed to represent expertise in a particular area, but since they do not result in a transcribed credential, their approval has been delegated to the college level and they do not require approval at the campus level². Some certificates represent a state or federal government

¹ <https://grainger.illinois.edu/academics/graduate/certificates-and-concentrations>
<http://online.illinois.edu/online-programs/graduate-certificates>

² <https://provost.illinois.edu/files/2017/08/Urbana-Levels-of-Governance-Fall-2015-v7.pdf>

credential (e.g. teaching certificates³), but are approved separately for that designation. This proposal is designed to complement these existing “small ‘c’ certificate” offerings by colleges with an official campus-wide option that results in a formally transcribed credential. This proposal enables the University of Illinois at Urbana-Champaign to confer a new campus-approved credential called a “Campus Graduate Certificate.” Any academic unit seeking to offer a Campus Graduate Certificate in a specific subject would need to submit a proposal, and that proposal would need to be approved by the Academic Senate, the University of Illinois Board of Trustees and the Illinois Board of Higher Education. To better articulate the difference between these two certificate options, this proposal recommends the adoption of the terms according to the following table.

College Graduate Certificate	A non-transcribed graduate-level certificate approved only up to the college-level.
Campus Graduate Certificate	A transcribed Post-Baccalaureate certificate approved as described by this proposal, by the Academic Senate, the University of Illinois Board of Trustees and the Illinois Board of Higher Education.

The State of Illinois at 23 Illinois Administrative Code 1030.20 allows the transcription for a “certificate program” if it is “a formal award offered by a degree granting institution that is included in an institutional catalog and on students’ official transcripts certifying the satisfactory completion of undergraduate, post-baccalaureate or graduate coursework at a Board approved institution.” The Certificate of Advanced Study (CAS) is currently the only formally conferred certificate by the University of Illinois at Urbana-Champaign. CAS programs are reviewed like degree programs on campus and are subject to the same levels of governance for new or revised programs.

The Illinois Board of Higher Education identifies degree levels in its program inventory based on CIP codes and IPEDS definitions⁴. (IPEDS is the Integrated Postsecondary Education Data System of the US Department of Education’s National Center for Education Statistics, and CIP refers to its Classification of Instructional Programs taxonomy.) The IBHE defines the Bachelor’s degree at CIP-level 05, the Post-Baccalaureate Certificate (equivalent to the proposed “Campus Graduate Certificate” at CIP-level 06, the Master’s degree at CIP-level 07 and the Post-Master’s Certificate (equivalent to the aforementioned Certificate of Advanced Study) at CIP-level 08.

³ <https://education.illinois.edu/programs/licensure-endorsements/teacher-licensure>

⁴ <https://www.ibhe.org/assets/files/DefinitionsOfDegreeLevels.pdf>

Credential	IPEDS/IBHE CIP Level Designation
Bachelor's Degree	05
Post-Baccalaureate Certificate (including the proposed Campus Graduate Certificate)	06
Master's Degree	07
Post-Master's Certificate (including UIUC Certificate of Advanced Study)	08

The IBHE formally recognizes a Post-Baccalaureate Certificate equivalent to the proposed "Graduate Certificate" at CIP-level 06 as "[a]n award that requires completion of an organized program of study beyond the bachelor's." "It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a Master's degree."

The Campus Graduate Certificate is designed to serve students who have completed a Bachelor's degree but have not yet enrolled in a graduate degree program. The Campus Graduate Certificate is similar in structure to the Graduate Concentration, which requires at least twelve hours of graduate coursework at the 400-level or higher, to give a degree seeking student "more breadth or depth in their major area of study." The Graduate Concentration also appears on the transcript, but requires a student first be admitted to a graduate degree program, whereas the proposed post-baccalaureate certificate imposes similar requirements, but is available to a student before they are admitted to a graduate degree program. In both cases the coursework must be at the graduate level, so any 400-level coursework must be taken to meet the graduate-level requirements for each course.

Programs will decide if and how coursework from one or more Campus Graduate Certificates can transfer in to apply toward completion of a degree (but cannot be combined to represent the entirety of that degree). The Campus Graduate Certificate will not be available to students already enrolled in a degree program, and both campus and individual programs will need to communicate a coordinated message that the Campus Graduate Certificate is a Post-Baccalaureate credential representing initial work before admission into a graduate degree program. Programs may choose to make such content available to degree-seeking students through other transcribed credentials that represent completion of focused work in an area, including the Graduate Minor and/or the (floating) Graduate Concentration, which allow the courses to also contribute toward the student's degree program.

JUSTIFICATION: The Campus Graduate Certificate would be used by degree programs to improve recruitment and outreach, including growing the underrepresented minority enrollment in graduate degree programs. For some potential degree applicants, the opportunity to complete a shorter, more focused credential can improve learner confidence to commit to applying to, enrolling in and completing a full Master's degree program.

A transcribed campus-approved graduate certificate similar to the one proposed here is available at other peer institutions. Establishing this credential at Illinois ensures that this campus continues to be a top choice for graduate education with educational opportunities designed to meet the needs of all students.

- Berkeley offers a transcribed Graduate Certificate consisting of a minimum of three graduate courses (6 units) all of which can count toward a graduate degree⁵.
- Michigan offers a “Certificate of Graduate Study” of at least 12 credits of study, and allow up to six of the credits to count toward a degree program⁶.
- Purdue offers a transcribed Post-Baccalaureate/Graduate Certificate resulting from a program of at least 9 credits. Purdue allows no more than 12 credits from certificate coursework be applied toward a graduate degree⁷.
- Penn State offers a Postbaccalaureate/Graduate Certificate resulting from a program of at least 9 credits (recommended minimum). Penn State allows no more than 15 credits from certificate coursework be applied toward a graduate degree⁸.
- The University of Illinois at Chicago offers two forms of certificates and both are transcribed⁹. The UIC Graduate Campus Certificate represents programs approved at the UIC campus level for non-degree students, whereas the IBHE Graduate Certificate represents programs approved through to the IBHE and requires students to be specifically admitted to the certificate program as degree-seeking.
- the University of Illinois at Springfield offers graduate certificate programs that have been approved for graduate level financial aid.¹⁰

BUDGETARY AND STAFF IMPLICATIONS: Similar to other graduate level credentials, the Campus Graduate Certificate will result from the completion of a program of courses administered by an academic unit. The academic unit will be responsible for the budget and staff necessary to administer and deliver the Graduate Certificate program, including the evaluation of applicants for admission as non-degree students, advising these students through the certificate program, and offering courses frequently enough to support timely completion.

Students will be admitted to the Campus Graduate Certificate program through the Graduate College admissions process. The Graduate College would follow the same procedure for verifying completion of a Campus Graduate Certificate program as they do for programs leading to other transcribed credentials. This verification occurs in the final semester of completion of the credential.

⁵ <https://grad.berkeley.edu/program-proposals/proposing-certificate/certificate-guidelines/>

⁶ <https://rackham.umich.edu/academic-policies/section7/>

⁷ <http://catalog.purdue.edu/content.php?catoid=10&navoid=12796>

⁸ <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-200/gcac-212-postbaccalaureate-credit-certificate-programs/>

⁹ <https://grad.uic.edu/certificate-programs-list/>

¹⁰ <https://www.uis.edu/financialaid/guide/certificateprograms>

The Office of the Registrar will establish procedures for adding the Campus Graduate Certificate to the transcript of non-degree students completing the program. As the number and size of Campus Graduate Certificate programs grow, any resources required to support Registrar transcript processing can be provided through certificate application fees and tuition.

DESIRED EFFECTIVE DATE: Fall 2020

NEW/REVISED POLICY STATEMENT:

The Campus Graduate Certificate is a transcribed post-baccalaureate non-degree student program designed to allow prospective students the opportunity to enhance their skills and career potential through a coherent set of courses focused on a specific subject in a format that does not require commitment to a full graduate-level degree program.

Admission Requirements

The Campus Graduate Certificate is only available for non-degree student enrollment. Prospective applicants must apply for admission to a specific Campus Graduate Certificate program. Admission requirements are set by the academic unit administering the Campus Graduate Certificate program, but must at least meet the campus graduate non-degree admissions criteria,¹¹ which requires a Bachelor's degree. Individual programs may set admission requirements for GPA, English proficiency and/or specific prerequisite coursework, though none are specifically required by the Graduate College for graduate non-degree admission.

Program Requirements

The Graduate Certificate is earned through successful completion of a pre-defined program of graduate level courses comprising a total of at least twelve credit hours and at least ten weeks of instruction. All courses required by a Campus Graduate Certificate must be at the graduate level, listed at the 400-level or higher. A minimum cumulative GPA of 2.75 will be required for award of the Campus Graduate Certificate.

No transfer credit from another institution may be used to satisfy the requirements for a Campus Graduate Certificate.

The Campus Graduate Certificate program must be completed within two years of admission, to ensure that the coursework is current and relevant to the learning outcomes of the program.

Credit hours earned towards a Campus Graduate Certificate may be used, in part or in whole, toward no more than one graduate degree program, at the discretion of the graduate degree program. Admission into a Campus Graduate Certificate program does not imply admission into a graduate degree program. Students completing a Campus Graduate Certificate must still apply to and be admitted into a graduate degree program

¹¹ <https://grad.illinois.edu/gradhandbook/chapter1/admissions-nondegree>

before any credit hours earned through the Campus Graduate Certificate can contribute toward a graduate degree. Completion of a graduate degree program requires enrollment for a minimum of one semester in the graduate degree program as a degree seeking student.

Campus Graduate Certificates will be awarded at the end of each traditional semester (Fall, Spring, Summer) following the campus graduate degree conferral schedule.

CLEARANCES: (Clearances should include signatures and dates of approval.)

_____  _____ 4/27/2020 _____

Graduate College Dean:

Date:

ATTACHMENT #1 (edited for form)

From: "Trame, Michelle Kay"
To: "Hart, John C", "Johnson, Kathy", "Martensen, Kathy", "Mann, Daniel R", "Parrott, Julian David"
CC: "Pitts, Kevin T", "Kuntz, Kristi A"
Subject: Graduate Level Certificate Programs
Date: Thu, 2 Apr 2020 11:28:49 CDT

All - I talked with the Department of Education this morning regarding graduate level certificate programs. A program can be considered a graduate level certificate program if it meets the following requirements:

- The program must be a minimum of 8 semester hours AND 10 weeks of instruction
- The student must have obtained a bachelor's degree
- Approval of the program at both the state and accreditation level is required. This must include the CIP code and the required number of credit hours/weeks of instruction. Once approvals have been received this information must be added to our Program Participation Agreement with the Department of Education.

Once documentation is submitted to the Department of Education their review process takes at least 45 days (could be longer). Once approved, students that enroll in these programs will be eligible for Federal Direct Unsubsidized loans and Graduate PLUS loans.

Please note that if you are planning to enroll students in these programs that do not have a bachelor's degree they cannot be considered Graduate Level Certificate programs and will require a minimum of 16 hours and at least 15 weeks of instruction.

If you have any questions, please let me know.

Thank you,
Michelle

Michelle Trame, Director
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April 9, 2020

Sent Via Email

Professor Eric Meyer
Chair, Senate Educational Policy Committee

Dear Professor Meyer,

Attached is a proposal from the Graduate College to establish Campus Graduate Certificates. This proposal was reviewed and approved by the Graduate College Executive Committee on April 8, 2020. It now requires the Senate Educational Policy Committee's review.

Sincerely,

Kathryn A. Martensen

Kathryn A. Martensen
Assistant Provost for Educational Programs

Cc: W. Chodzko-Zajko
J. Hart
A. McKinney
A. Edwards
D. Forgacs
E. Stuby