

**3359-60-06.7 Graduate certificate program requirements.**

- (A) Admission. An applicant must possess at least a baccalaureate degree from an accredited college or university for admission to a graduate certificate program. Some certificate programs may require that a student already be enrolled in a specific graduate degree program. Students should consult with the academic program.
- (B) Enrollment. A student may meet the program requirements of the graduate school and the department through either full- or part-time study.
- (C) Time limit. All requirements must be completed within three years after beginning the certificate program at the university of Akron or elsewhere unless concurrently pursuing a master's or doctoral degree, in which case the graduate degree program time limits apply for certificate completion. Extension of up to one year may be granted in unusual circumstances by the dean of the graduate school upon written request by the student and recommendation by the adviser, department head, and college dean.
- (D) Credits.
  - (1) The number of credits required to earn a graduate certificate varies by certificate program. A minimum of two-thirds of the total number of graduate credits required in any certificate program must be completed at the university of Akron. Generally no substitute courses will be permitted to meet certificate requirements unless otherwise specified by the certificate program.
  - (2) No graduate credit may be received for five-hundred-numbered courses previously taken at the four-hundred-number course level as an undergraduate without advance approval from the dean of the graduate school.
- (E) Transfer credits.
  - (1) Up to one-third of the total graduate credits required for the certificate may be transferred from an accredited college or university, including the university of Akron. All graduate court transfer credit must be at the "A" or "B" level. The credits must be relevant to the student's program. A student must receive prior approval from their academic program department for applicability of transfer courses to the certificate.
  - (2) A student seeking to transfer credits must have full admission.
- (F) Award of graduate certificate.
  - (1) To be cleared for award of graduate certificate, a candidate must have:
    - (a) Completed coursework with a minimum grade-point average of 3.00.
    - (b) Filed an application for graduation with the registrar.
    - (c) Settled any and all outstanding financial obligations with the university.

(d) Met any other applicable department and university requirements.

(2) Students completing a certificate program without concurrent completion of a graduate degree program will not be permitted to participate in the commencement ceremony.

Effective: 05/11/2024

Certification: \_\_\_\_\_  
M. Celeste Cook  
Secretary  
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: 07/05/2013, 02/01/2015