

3359-60-06.7 Graduate certificate program requirements.

- (A) Admission. A student interested in pursuing a graduate certificate program must possess at least a baccalaureate degree from an accredited college or university. Some certificate programs may require that a student already be enrolled in a specific graduate degree program. Students should consult with the academic department.
- (B) Residency requirements. There are no formal residency requirements for graduate certificate programs. 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 graduate-level coursework at the university of Akron or elsewhere unless concurrently pursuing a master's or doctoral degree. When this is the case the graduate degree program time limits apply for completion of the certificate requirements. Extension of up to one year may be granted in unusual circumstances by the dean of graduate studies and research 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. Unless otherwise specified, no substitute courses will be permitted to meet certificate program requirements.
 - (2) No graduate credit may be received for courses taken by examination or for five-hundred-numbered courses previously taken at the four-hundred-number course level as an undergraduate without advance approval from the dean of graduate studies.
- (E) Transfer.
 - (1) Up to one-third of the total graduate credits required may be transferred from an accredited college or university, including the university of Akron. However, the total number of credits that may be transferred may not exceed the total allowable transfer credits for a concurrent graduate degree program. All transfer credit must be at the "A" or "B" level in graduate courses. The credits must be relevant to the student's program. A university of Akron student must receive prior approval from his or her academic department for transfer courses taken elsewhere.
 - (2) A student seeking to transfer credits must have full admission and be in good standing at the university of Akron. Transfer credit shall not be recorded until a student has

completed nine semester credits at the university of Akron with a grade-point average of 3.00 or better. This applies to students who are not concurrently enrolled in a graduate degree program. Twelve semester credits must be completed at the university of Akron with a grade-point average of 3.00 or better for those students concurrently pursuing a graduate degree.

- (3) Individual course transfer of credit must fall within the three-year time limit for those students pursuing only a graduate certificate. The six-year time limit applies to those students concurrently pursuing a master's degree, and the ten-year time limit applies to those students concurrently pursuing a doctoral degree. No block transfer of credit is permitted for students pursuing only a graduate certificate.

(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 at least 3.00.
- (b) Filed an application for graduation with the registrar.
- (c) Paid all applicable fees.
- (d) Met any other department and university requirements applicable.

- (2) Students enrolled in a certificate program without concurrent enrollment in a graduate degree program will not be permitted to participate in the commencement ceremony.

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