

The George Washington University
COLUMBIAN SCHOOL OF ARTS AND SCIENCES
Graduate Certificate Program Checklist

NOTE: the following is a list of items which should be included in your proposal to develop a graduate certificate program for CSAS.

- Date
- Name of Proposed Program
- Department/Program Administrative Home
- Summary of focus of certificate program
- Relation to existing or proposed (Master's) program(s)
- New course(s)?* Library Impact Study, Master Course and Program Data Forms
- Number of credit hours, if applicable (e.g., max.=15; min.=12); e.g., three/four/five 3-hour courses
- Number of Continuing Education Units, if non-credit courses (if applicable)
- Budgetary impact on department
- Admission standards
- Enrollment caps/minimums
- Grades (minimum grade performance standards)
- Costs: Cost to student per course and per package
- Approvals: Department Chair
 Dean's Council
 *(Curriculum Committee)
 (Academic Development & Continuing Education)
 CSAS Dean
 VP Academic Affairs
- Attachments: Master Program Data Form*
 Master Course Data Form*
 Library Impact Study*
 Proposal
 Budget

CSAS Graduate Certificate Program Recommendations

Admissions:

- CSAS Certificate Program applicants should apply through Graduate Student Services via a common application form for all programs contained in application packets.
- Requirements will be established by the individual departments; however, minimum requirements for ALL departments include an undergraduate degree from an accredited institution.
- Documentation will be reviewed by departments.
- We recommend a \$55 application fee for a certificate program, with a portion of that fee allocated to CSAS. A nominal graduation fee might be applied by individual programs. There will be no additional fee for a later application to the corresponding degree program.
- There will be a \$100 non-refundable deposit countable toward tuition.
- Applicants whose native language is other than English will be required to provide either a TOEFL score (for outside the US applicants) or results from the GW EFL Dept. placement exam (for local applicants).
- The Letter of Admission or non-admission will be sent to the applicant by CSAS.

General Policies:

- CSAS should have handouts that describe our certificate programs & procedures. These should be provided to us via a completed template from each of the departments.
- Students in certificate programs have the following rights (assuming they have paid appropriate on-campus fees and are issued GWorld cards):
 - Financial aid (unclear...to be determined)
 - E-mail accounts via GWIS
 - A GWorld card
 - Use of the Smith Center
 - Use of the Health and Wellness Center
 - Use of the Library
 - Use of Career Center services (right now, for degree programs only. This may change.)
 - Alumni status (for programs of 12-hours min. as of 12/2/99)
- Responsibility to market the program resides with the Dept./Program & CSAS, if on-campus and AD&CE if off-campus.
- There will be disclaimers on letter of admit as well as brochures, etc. stating that admission to a certificate program does not guarantee admissibility to a degree program.
- Transfer credit of up to 25% of the graduate credits from an equivalent program is possible if from an accredited institution within the last 2 years, with a grade of B or better.

- GRADES:

- Pre-termination letters will be sent by the department to students earning a grade of F.
- It is the department's responsibility to warn students of academic peril; Graduate Student Services will not track student progress.
- The same procedures regarding the grade of Incomplete will be followed as in CSAS.
- We continue to investigate whether it is possible for a student to work on a dual certificate or a certificate + degree.
- We continue to investigate whether it is possible to maintain a cross-school enrollment (e.g., CSAS Certificate Program simultaneous with an MBA).

Graduation:

- There should be a common, recognizable, CSAS certificate produced by the Registrar.
- There is no graduation fee.
- The statute of limitations for completing the certificate is 3 years. It is possible to take one or more semester breaks within that time period so long as the entire program is completed within the 3-year limit.
- Individual programs will establish their own specific Graduate Certificate completion criteria.

It is customary to hold a program-specific ceremony at which certificates will be distributed. Certificate graduates are not included in the university's graduation ceremony held in May.

Updated 3/30/00 by MAS