

General Regulations and Requirements for Graduate Certificate Programs

Certificates That Appear on the Transcript

DEFINITION

A graduate certificate program is a program of study requiring at least three graduate courses and not fewer than 12 semester hours or 16 quarter hours of graduate credit. Successful completion of such a certificate program will be recorded on the student's transcript. Appropriate graduate credits taken as part of a graduate certificate program may be counted toward a graduate degree, at the discretion of the graduate degree program.

ADMISSION

All students admitted to a certificate program must satisfy the general requirements for admission as a graduate student and the requirements for the specific certificate program.

PROCEDURES FOR THE APPROVAL OF NEW CERTIFICATE PROGRAMS

New certificate programs are developed following the procedure outlined in the Guidelines for New Degree Programs found on the Office of the Provost website. (<https://provost.northeastern.edu/policies/.html>)

If the certificate program is identified as a component of an existing master's degree, following discussion and approval by the Graduate Council, additional approval by the Faculty Senate and Board of Trustees is not required. The provost will notify the Faculty Senate, president, and Board of Trustees of the decision. Certificate programs that are comprised substantially of new courses follow the full approval process.

PROCEDURES FOR CERTIFICATE PROGRAM REVIEW

Certificate programs will be reviewed in the context of departmental reviews. Information about these reviews can be found on the Office of the Provost website. (<https://provost.northeastern.edu/policies/>)

GENERAL REGULATIONS

Except as indicated herein, certificate programs shall be subject to the same regulations and procedures as master's degree programs.

Transcript Notation

Only approved degrees, certificates, and concentrations appear on the transcript.