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*Chair of the Assembly and the Academic Council
Faculty Representative to the Board of Regents
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200*

March 8, 2009

**INTERIM PROVOST PITTS
UNIVERSITY OF CALIFORNIA**

Re: Approval of graduate academic certificate programs

Dear Larry:

At its meeting on February 25, Academic Council unanimously endorsed the recommendations of the Coordinating Committee on Graduate Affairs (CCGA) on the review of graduate academic certificate (GAC) programs. As you know, SR 735 authorizes graduate divisions to offer certificate programs to students who have completed bachelor's degrees, are admissible to the graduate division, and who complete at least one year of full-time resident study in a program that is not covered by a diploma or other certificate. SR 735 requires certificate programs to be approved by the divisional Graduate Council and by the Coordinating Committee on Graduate Affairs (CCGA). These graduate academic certificates are distinct from certificates offered by University Extension, because they require students to take regular courses from regularly appointed faculty.

GAC programs and programs offering certificates that do not comply with SR 735 have been proliferating in recent years without CCGA review. In response, CCGA voted to require that: 1) all new and existing SR735-certificate programs (stand-alone graduate programs with independent admissions processes) be reviewed and approved by CCGA; and 2) non-SR735-compliant certificate programs be reviewed and approved by local Graduate Councils and Divisional Senates.

For those certificate programs that come under the purview of SR 735, CCGA recommends:

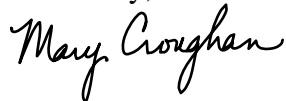
- 1) new GAC program proposals will be submitted to CCGA for review as full proposals similar to those for the Master's and Ph.D. programs
- 2) the review of a new GAC program at CCGA will involve at least one expert reviewer
- 3) all currently active GAC programs will submit a 2-3 page summary to their local Graduate Council that briefly describes the Program, admission requirements, curriculum, completion requirements, student assessment, faculty expertise, number of students admitted and graduated and normative time. These summaries will be due by October 1, 2009. After approval from the divisional Graduate Council, the summary then will be directly forwarded to CCGA.
- 4) CCGA will expedite the review of currently active GAC programs to ensure that after CCGA approval, they will be in line with SR735.

For those certificates that are offered in conjunction with a degree program (i.e., they are not stand-alone programs) and therefore do not come under the purview of SR 735, CCGA requires that they be critically reviewed, but CCGA defers their initial review procedures to the Divisional Graduate Council and Academic Senate Division.

Council respectfully requests that you disseminate a memo informing graduate deans of CCGA's intent to enforce SR735 for all non-UC Extension Certificate programs and outlining the review procedures that it has recommended.

Please do not hesitate to contact me if you have any questions regarding CCGA's suggestions. Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Mary Croughan". The script is fluid and cursive, with the first name "Mary" and last name "Croughan" clearly distinguishable.

Mary Croughan, Chair
Academic Council

Copy: Academic Council
Martha Winnacker, Senate Director

Encl. (2)

UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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COORDINATING COMMITTEE ON GRADUATE AFFAIRS (CCGA)

Farid Chehab, Chair

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ACADEMIC SENATE

University of California

1111 Franklin Street, 12th Floor

Oakland, California 94607-5200

January 20, 2009

**MARY CROUGHAN, CHAIR
ACADEMIC COUNCIL**

Dear Mary:

CCGA has been discussing for over a year the implementation of SR735, which requires that CCGA review proposals for graduate academic Certificates. Due to the proliferation of non-UC Extension Certificates, our discussions have centered on Certificates programs that are not offered jointly with another degree. CCGA recognizes that these types of stand-alone Certificate programs fall under the purview of SR735 and ought to be reviewed first by their Graduate Council and then by CCGA prior to approval by the Provost.

CCGA recently discussed, at the request of Council, the initial review procedures of Certificates programs that do not fall under the purview of SR735 such as those that are offered in conjunction with other professional or academic degree programs. While such Certificate programs should also be critically reviewed, CCGA members voted unanimously to defer their review and approval to the Divisional Graduate Council and Academic Senate. Furthermore, CCGA requires that currently active non-SR735 Certificates, which have not been previously reviewed at their outset by their Divisional Graduate Council, undergo review and approval within a year by their local Graduate Council in order to continue offering their Certificate programs.

As a result of these discussions, CCGA hereby submits to Academic Council for approval and dissemination to the Divisional Senates, a revised memo outlining the review procedures of SR735 and non-SR735 compliant Certificate programs. Since CCGA has not been receiving for review Certificate proposals, the dissemination of such information would help CCGA to notify the campuses of its intent to enforce the review procedures of Certificate programs.

If you have any questions or comments, please feel free to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Farid Chehab", is written over a faint, circular watermark of the University of California seal.

Farid Chehab, Ph.D.
Chair, CCGA



COORDINATING COMMITTEE ON GRADUATE AFFAIRS (CCGA)
Farid Chehab, Chair
chehabf@labmed2.ucsf.edu

ACADEMIC SENATE
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

January 20, 2009

**MARY CROUGHAN, CHAIR
ACADEMIC COUNCIL**

**Re: Revised Memo Outlining the Review Procedures of SR735 and Non-SR735 Compliant
Certificate Programs**

Dear Mary:

CCGA discussed during the previous academic year the implementation of SR735, which mandates in its subpart 5 that CCGA approve Certificates of Completion of Graduate Curriculum. Because SR735 restricts in its subpart 6 such Certificate programs to those “not covered by a diploma or other Certificate”, CCGA recently discussed the review procedures of Certificates programs, which are offered in conjunction with other programs and would thus not fall under SR735.

The impetus for these discussions originated from the lack of Certificate proposals submitted to CCGA, even though Certificate programs have flourished across the UC system. This anomaly may be attributed to the fact that UC Extension offers various Certificate programs, which are not under CCGA or Graduate Council purview. Therefore, CCGA would like to request that Council notify UC campuses of its intent to enforce SR735 and to set initial review procedures for all non-UC Extension Certificate programs.

Stand-alone SR735 Certificate Programs

CCGA further defines SR735 Graduate Academic Certificate (GACs) programs as those that:

- 1) Do not require its students to be enrolled in another graduate program;
- 2) Are not offered solely through a UC Extension Program;
- 3) Have an independent admissions process, which requires at least a Bachelor’s degree for admission; and
- 4) Carry a minimum of 3 quarters (or 2 semesters) full-time resident study.

According to SR735, these types of Certificate programs ought to be reviewed and approved first at their local campuses by their Graduate Council and Academic Senate before being submitted to review by CCGA.

CCGA has also decided that its review of GACs will be different from other graduate programs such as those granting the Master’s and Ph.D. degrees. Specifically:

- a) New GAC program proposals will be submitted to CCGA for review as full proposals similar to those for the Master's and Ph.D. programs;
- b) The review of a new GAC program at CCGA will involve at least one expert reviewer;
- c) Currently active GAC programs will submit to their local Graduate Council by October 1, 2009, a 2-3 page summary briefly describing the Program, admission requirements, curriculum, completion requirements, student assessment, faculty expertise, number of students admitted and graduated and normative time. After approval from the divisional Graduate Council, the summary will then be directly forwarded to CCGA;
- d) CCGA will expedite the review of currently active GACs such that after CCGA approval, they will be in line with SR735.

Certificate program proposals that meet the above criteria and are approved by CCGA according to SR735 will be recognized as the only GACs that bear the Official Seal of the University of California.

Non-SR735 Certificate Programs

Certificate programs that are offered in conjunction with other types of Professional or Academic degrees are not considered stand-alone programs and would therefore not fall under SR735. CCGA requires that those types of Certificate programs be critically reviewed and defers their initial review procedures to the Divisional Graduate Council and Academic Senate. Currently active non-SR735 Certificate programs that have not been reviewed and approved by their Graduate Council will have to submit to their Graduate Council a proposal that contains at least the information outlined above in (c) for active SR735 Certificate proposals. Approval by their Graduate Council and Academic Senate will allow such programs to continue their programs.

Overall and as a result of its discussions and deliberations, CCGA requests that Academic Council disseminate this memo to the Divisional offices of the Academic Senate and Graduate Deans such that Graduate Councils and Registrars be notified of CCGA's intent to immediately enforce the initial review procedures of SR735 and non-SR735 Certificate programs.

If you have any questions or comments, please do not hesitate to contact me.

Sincerely,



Farid Chehab, Ph.D.
Chair, CCGA

Copy: CCGA
Martha Winnacker, Executive Director