

11.99.99.R0.14 Graduate Certificates

Reviewed February 19, 2025

Next Scheduled Review: February 19, 2030



Procedure Summary

Graduate certificates are a planned course of study designed to meet the academic and career needs of graduate students and employed professionals in a wide variety of disciplines.

This procedure outlines the process for establishing a graduate certificate.

Procedures and Responsibilities

- 1 The Graduate School at East Texas A&M University will award all graduate certificates that indicate the completion of a planned course of study in a specific discipline.
- 2 Graduate certificates must conform to the Texas Administrative Code (Title 19, Part 1, Chapter 5, Subchapter C, Rule 5.48).
- 3 All certificates may be developed by an academic unit (i.e., department, college, Graduate School) and must be approved through the curriculum approval process, including all Department Heads/Associate Directors from which courses towards the certificate are drawn. Additionally, all certificate offerings must be approved by the Academic Dean(s)/Director(s) of School(s) from which courses towards the certificate are drawn. Certificates with 15 hours or less must then be recommended by the Graduate Council and approved by the Deans Council. The Texas Higher Education Coordinating Board must also approve certificates with more than 15 credit hours. When applicable, the Southern Association of Colleges and Schools of the Commission on Colleges (SACSCOC) must be notified (see SACSCOC Substantive Change Policy Statement, p. 6).
- 4 Each applicant to a graduate certificate program must be admitted to a graduate degree program or non-degree status. Units offering certificates can require additional admissions requirements.
- 5 Graduate certificate programs must follow a planned course of study with a minimum of twelve graduate semester hours and no more than 24 semester hours. With advisor and program approval, students may apply course work from the graduate certificate program towards a graduate degree at the University.
- 6 Course substitution will not be allowed.

- 7 All courses required in a certificate program must be earned from the University.
 - 8 Students are required to have a minimum overall 3.00 GPA in the graduate certificate program.
 - 9 Credit earned over six years prior to earning a graduate certificate will require specific written departmental justification and approval of the Dean of Graduate School in order to be counted toward a graduate certificate. The discipline in which the course(s) was taken shall be involved in the validation of an out-of-date course. In no case may courses more than ten years old be accepted toward a graduate certificate.
 - 10 Certificate programs with no *completers* for a period of five years will be removed from the inventory.
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Related Statutes, Policies, or Requirements

[Texas Administrative Code Title 19, Part 1, Chapter 5, Subchapter C, Rule 5.48 Criteria for Certificate Programs at Universities and Health-Related Institutions](#)

University Procedure [03.02.99.R0.03 Programmatic and Administrative Substantive Changes Approval Process \(SACSCOC\)](#)

University Procedure [11.04.99.R0.011 Admission to Graduate School](#)

Suspends University Procedure [11.04.99.R0.31 Graduate Certificates](#)

Revision History

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