

To: Chancellor, Provost, and Deans

From: Barbara A. Lee, Senior Vice President for Academic Affairs

Subject: Approval process for credit-bearing certificate programs

Certificates for academic credit at Rutgers are of two basic categories:

Internal certificates are designed for students already admitted to and enrolled in a degree program. The certificate's credits are earned toward the degree program, and the certificate is granted to those in the degree program. Certificates of this restricted type within degree programs may be established at the school and Chancellor level without any additional approval process required (though the University Registrar should be notified when these internal certificates are established). However, if certificates within degree programs allow enrollment of both students enrolled in a degree program and students not enrolled in a degree program, then the approval process for stand-alone certificates applies.

Stand-alone certificates may be earned and awarded outside of a degree program. The State of New Jersey requires that credit-bearing certificates that are offered to students not enrolled in a degree program be vetted through the institutional and state approval processes. A list of your approved stand-alone certificate programs is attached.

The University Registrar's office has noticed an increase in the number of certificates being requested to post to the records of students not enrolled in a degree program and for which the certificate programs have not been approved through the institution-level and state processes. If a school wishes to offer a credit-bearing stand-alone certificate to students not enrolled in a degree program, here is the approval process:

After all approvals by the faculty, Dean, and Chancellor's Office, a brief proposal should go to the Senior Vice President for Academic Affairs (with copy to burkley@instlres.rutgers.edu that covers the following: title and purpose of the certificate program; need/demand; admission requirements; curriculum; required credits; learning outcomes; relationship if any to a degree program; mode of delivery (hybrid/distance education); location(s) to be offered; and resource issues. Following administrative approval, the Office of Institutional Research and Academic Planning prepares an information item to the Board of Governors, and sends the information to the state. Please note that this process applies only to credit-bearing certificates.

Questions about the process may be directed to James Burkley in Academic Planning at burkley@instlres.rutgers.edu. I appreciate your compliance with this approval process.