

Volume A2 Academics	A2.01.2 Definition of and Criteria for NEIU Certificate Programs	Responsible Office: Academic Affairs
Chapter 01 Curriculum	Effective Date: 07/01/15	Responsible Officer: Provost

POLICY

This policy establishes the parameters to create a certificate program at Northeastern Illinois University.

DEFINITIONS

Certificate Program is composed of a focused collection of courses, not at the level of a degree program, which offers a skill set in and/or distinctive approach to a subject that cannot be otherwise gained through an existing degree program or academic minor.

PROCEDURES

Guidelines for Developing a Certificate

1. Proposed certificate programs must conform to the following IBHE Program Inventory Definitions:
 - a. An undergraduate certificate “requiring completion of an organized program of study of at least one, but less than two, full-time equivalent academic years, or designed for completion in at least 30, but less than 60, semester credit hours.”
 - b. A post-baccalaureate certificate “requiring completion of an organized program of study requiring at least 18 semester credit hours beyond the bachelor’s and...designed for persons who have completed a baccalaureate degree but do not meet the requirements of academic degrees at the master’s level.”
 - c. A post-master’s certificate “requiring completion of an organized program of academic study of at least 24 semester credit hours beyond the master’s degree but does not meet the requirements of academic degrees at the doctorate level.”
2. Interdisciplinary programs are highly encouraged.
3. Courses that compose a certificate program must adhere to NEIU standards, and are either currently existing courses or will be newly-proposed courses that meet all current NEIU criteria for courses and successfully move through NEIU’s shared governance process for program and course proposals.
4. Courses composing an NEIU certificate will be included on a student’s transcript and in the computation of a student’s grade point average.
5. Credit earned through an undergraduate certificate may, upon approval of the sponsoring department and/or college, count toward an undergraduate degree.
6. Credit earned through a post-baccalaureate certificate from a program or combination of programs in which there is an approved master’s degree may, upon approval of the program and the Graduate College, count toward a master’s degree.
7. A student enrolled in a degree program in which there is a fully- or partially-embedded certificate program is eligible to receive the certificate only if the student has made separate application and has been admitted to the certificate program.
8. An undergraduate certificate will be awarded and appear on a student’s transcript only when the student completes his/her baccalaureate degree.
9. A minimum grade point average of 2.0 must be achieved in undergraduate certificate course work for the certificate to be awarded.



- 10. A minimum grade point average of 3.0 must be achieved in post-baccalaureate certificate course work for the certificate to be awarded.
- 11. Certificate programs should be designed to attract both currently-enrolled and non-currently-enrolled students.

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
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DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.