



ROLLINS COLLEGE POLICY

Title: Guidelines for Academic Graduate Certificate Programs	Type	Academic
No: AC 2012	Approval Date: 3-18-2024	
Responsible VPAA/Provost; Deans of Crummer and Holt	Reviewed By: VP Academic Affairs & Provost, 9-23-2022; CLA Curriculum Committee, 10-18-2022; CLA Executive Committee, 10-27-2022; CLA Faculty, 11-16-2023; Crummer Faculty, 10-13-2022; President’s Cabinet, 3-18-2024; Approved By: President, 3-18-2024	
Next Review: 2028	Revision No:	

I. Purpose/Introduction/Rationale

Even though Academic Graduate Certificate Programs are not degree-bearing, they earn academic credit, are designated on a student’s official transcript, and are as much a reflection on Rollins’ quality of education as any other assemblage of courses. As a result, careful consideration should be given to the creation of a new certificate program based not only upon need and interest, but also upon how the program fits into Rollins’ educational portfolio. These guidelines are intended to provide guidance and consistency for the development and management for non-degree graduate certificate programs in the College’s Crummer Graduate School of Business and the Hamilton Holt School.

II. Definitions

Academic Graduate Certificate Program. A cluster of related credit-bearing courses that constitutes a coherent body of study within a discipline or set of related disciplines.

III. Procedure or Application

- A. Curriculum.** There are therefore no specific requirements for the number of credit hours comprising a Rollins Academic Graduate Certificate Programs (“Certificates”). Rather, the credit hours required for Certificates are dictated by the associated disciplinary degree requirements. Certificates are typically less than one half of the credit-hour requirements of the most closely related degree program, usually comprising 12-18 semester credit hours. For example, a Certificate in Racial Reconciliation and Community Restoration requires 16 semester credit hours, one-third of the 48-credit-hour-requirement for the College’s Master of Liberal Studies degree, under which the certificate is offered.
- B. Methods of Instruction.** Instructional delivery of Certificates should be made via the same format as all other courses offered by the College: at Rollins, traditionally the face-to-face course. Online (either synchronous or asynchronous) courses are allowed, but all instruction must meet the guidelines for the College’s current online/distance and blended education approvals from its institutional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College’s current approval for online/distance education establishes that no more than 49% of any program shall be delivered via online/distance instruction without notification to SACSCOC. (*Note: The College’s M.A. in Applied Behavior Analysis program has been approved for online/distance education of 50% or more, but each additional program added in this category requires notification to SACSCOC. Graduate Certificate programs seeking to deliver instruction via more than 50% online/distance education should allow additional approval time for preparation and transmission of necessary notifications to SACSCOC.*)
- C. Academic Regulations.** Certificates may include courses that are a part of an academic program or courses created specifically for the Certificate. Coursework used for a Certificate may be used to fulfill requirements for Rollins’ graduate degrees. Issues related to transfer credit, coursework completed prior to entering the Certificate program, and expiration of the program of study, will be consistent with other programs in the respective academic unit.

- D. Student Eligibility.** Graduate students may complete a Certificate in a specialized field within their major or in another field that enhances their career interests. Non-degree seeking students may pursue a Certificate with the approval of the academic unit if the applicant holds an earned bachelor's degree from a regionally-accredited institution of higher education or the equivalent. All students (degree seeking, non-degree seeking, or post-baccalaureate) wishing to complete a Certificate must apply and be admitted by the academic unit offering the Certificate. Admission criteria must include an application form, resume, and earned degree transcripts; programs may require other items (e.g., test scores, writing samples, etc.).
- E. Program Oversight.** Each Certificate program shall have a designated and appropriately credentialed faculty program director who is responsible for administering the program, ensuring the quality of its educational offerings, completing assessment of student learning outcomes (DoL system reporting), and meeting the needs of students.
- F. Approval and Review.** As for all degree programs, all new Certificate programs, as well as changes to or closures of existing Certificate programs, must follow proposal and approval processes detailed in College Policy [KI 1003 Creation-Revision of Academic, Non-Credit, Collaborative Programs](#). These processes include preparation of a detailed proposal, Vice President for Academic Affairs and Provost (VPAA | Provost) New Program Approval Cover Sheet, a three year financial proforma, and a Demonstration of Learning (DoL) assessment of student learning outcomes plan. Approvals by the sponsoring department(s)/programs(s), Dean, VPAA | Provost, as well as appropriate faculty governance bodies, the President's Cabinet, and the College President, are also required. Though Board of Trustees approval is not required for Certificate programs, the VPAA | Provost will notify the Education Committee of the Board of Trustees of the new offering.

No public announcement of new Certificate programs, acceptance of applications, or student enrollment may be undertaken until all internal review processes are complete and all necessary notification or approval documentation has been transmitted to the College's institutional accreditor, SACSCOC.

IV. Related Policies

[KI 1003 Creation-Revision of Academic, Non-Credit, Collaborative Programs](#)

V. Appendices/Supplemental Materials

Not applicable.

VI. Effective Date

This policy is effective March 18, 2024, and supersedes all previously issued versions.

VII. Rationale for Revision(s)

Not applicable.