

**DRAFT #2a**

**UNIVERSITY SENATE  
UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK**

Introduced by: Graduate Academic Council

Date:

**PROPOSAL TO AMEND POLICY PERTAINING TO  
GRADUATE CERTIFICATE PROGRAMS**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the University Senate approves the attached proposed amendment to campus policy pertaining to graduate level certificate programs.
2. That this proposal be forwarded to the President for approval.

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Rationale

The University has offered graduate certificate programs since at least the 1960s. The campus-wide regulations pertaining to these programs have not been examined or significantly updated for many years. During the past three decades the University has established varying types of graduate certificate programs, yet neglected to comprehensively update or codify corresponding policies pertaining to them. The proposed policy update attached is presented to attend to these informational and regulatory needs.

Existing graduate policy to be replaced:

[http://www.albany.edu/graduatebulletin/requirements\\_certificates\\_advanced\\_study.htm](http://www.albany.edu/graduatebulletin/requirements_certificates_advanced_study.htm)

## *Regulations and Requirements Governing the Certificates of Advanced Study*

### ***Certificate of Advanced Study Award***

*A Certificate of Advanced Study attesting to advanced preparation and competence may be earned for the completion of organized programs which normally extend at least one year beyond the master's degree.*

*Many of these programs operate in conjunction with doctoral programs, and essentially the same academic and admission standards apply.*

### ***Credit Requirement***

*Each program leading to a certificate of advanced study includes a minimum of 48 (60 for those in education) credits of appropriate graduate study. Refer to descriptions of individual programs for required courses and distributions.*

### ***Residence Study and Advanced Standing***

*Of the minimum number of credits of graduate study beyond the baccalaureate established for a certificate in a particular field, at least one-half must be completed in resident graduate study at this University.*

*An applicant for admission to a program leading to a 60-credit certificate who holds a master's degree with an appropriate specialization may apply for admission with advanced standing not to exceed 30 credits.*

### ***Comprehensive Examination***

*Satisfactory completion of a comprehensive examination in education and in the field of specialization is required in each program in education. Satisfactory completion of a comprehensive examination in school psychology is required in that program.*

### ***Statutes of Limitations***

*This statute applies equally to students who enter with or without advanced standing and to students who formally change their areas of specialization after admission and study in one advanced program.*

Proposed amended policy text:

## Regulations and Requirements Governing Graduate Certificate Programs

### **Certificates programs offered**

The University offers various graduate certificate programs. All of the programs are registered with the New York State Education Department as “Advanced Certificate” programs. The programs are offered and delivered by the University at Albany as the Certificate of Graduate Study, Advanced Graduate Certificate, or Certificate of Advanced Study. As required by NYS regulation, all graduate course work applicable to any of these graduate certificate programs must be applicable to one or more graduate degree programs offered by the University. \*\*\* add 3<sup>rd</sup> is above the Masters level.

### **Credit Requirement**

Credit requirements for graduate certificate programs vary greatly and are established in program design at the time of establishment and registration. Generally, the Certificate of Graduate Study requires in the range of 9 – 24 graduate credits; the Advance Graduate Certificate requires in the range of 15 – 35 graduate credits; and the Certificate of Advanced Study requires 48 – 60 graduate credits.

### **Residence Study Requirements**

Residence study referenced in this section is defined as course work offered by the University at Albany and its faculty, not necessarily on one of its physical campuses.

Of the minimum number of credits of graduate study beyond the baccalaureate established for award of a graduate certificate, the following residence study requirements must be met:

- For graduate certificate programs requiring 48 or more graduate credits, at least 50% of the total credits must be completed through University at Albany study.
- For graduate certificate programs requiring 27 – 47 graduate credits, at least 24 of the credits must be completed through University at Albany study.
- For graduate certificate programs requiring 26 or fewer graduate credits, all but a maximum of 3 credits must be completed through University at Albany study.

Individual graduate certificate programs may require greater levels of in-residence study than the minimums defined above.

### **Program Regulations**

Individual graduate certificate programs may include various additional requirements beyond those stated here. The official curriculum as detailed in the University's Graduate Bulletin should always be examined to determine if additional requirements exist within the graduate certificate program.

**Statute of Limitations and Advanced Standing**

All requirements for the certificate must be completed within six calendar years from the date of initial registration in the program. Prior course work completed and presented by the student for advanced standing in the program at the point of admission shall be subject to review and approval for inclusion by action of the program faculty.

**University at Albany Registered Graduate Certificate Programs  
as of February 2011 (HEGIS codes in parentheses):**

**Certificates of Graduate Study**

Advanced Public Management (2102)  
Autism (2099)  
Demography (2215)  
Economic Forecasting (2204)  
English as a Foreign Language (1508)  
Geographic Information Systems and Spatial Analysis (2206)  
Health Disparities (1214)  
Latin American, Caribbean and U.S. Latino Studies (0308)  
Non-Profit Management and Leadership (2102)  
Public Health Fundamentals and Principles (1214)  
Public Health Surveillance and Preparedness (1214)  
Public Sector Management (2102)  
Regulatory Economics (2204)  
Teacher Leadership (0899)  
Urban Policy (2214)  
Women and Public Policy (2299)

**Advanced Graduate Certificates**

Professional Science Management (0506)  
School Building Leadership (0828)  
School District Leadership (0827)  
School District Business Leadership (0827)

**Certificates of Advanced Study**

Court Systems Management (2102) (Inactive)  
Curriculum and Instruction (0829)  
Educational Administration (0827)  
Educational Research (0824)  
Library and Information Science (1601)  
Planning and Policy Analysis (2102)  
Public History (2205)  
Reading (0830)  
Russian Translation (1106) (Admissions Suspended)  
School Counseling (0826) (Admissions Suspended)  
School Psychology (0822)