

# *Regulations and Requirements for Graduate Certificate Programs*

## **Certificates That Appear on the Transcript**

### **DEFINITION**

A graduate certificate program is a program of study requiring at least three graduate courses and not fewer than 12 semester hours or 16 quarter hours of graduate credit. Successful completion of such a certificate program will be recorded on the student's transcript.

### **ADMISSION**

All students admitted to a certificate program must satisfy the general requirements for admission as a graduate student and the requirements for the specific certificate program.

### **PROCEDURES FOR THE APPROVAL OF NEW CERTIFICATE PROGRAMS**

New certificate programs are developed following the procedure outlined in the Guidelines for New Degree Programs found on the Office of the Provost website. ([https://provost.northeastern.edu/wp-content/uploads/NewGraduateCertificate-Non-CAGS-ProposalGuidelines\\_5.11.17.pdf](https://provost.northeastern.edu/wp-content/uploads/NewGraduateCertificate-Non-CAGS-ProposalGuidelines_5.11.17.pdf))

All new certificate programs require the approval of the University Graduate Curriculum Committee and notification of the Faculty Senate.

### **PROCEDURES FOR CERTIFICATE PROGRAM REVIEW**

Certificate programs will be reviewed in the context of departmental reviews. Information about these reviews can be found on the Office of the Provost website. (<https://provost.northeastern.edu/wp-content/uploads/Guidelines-for-Academic-Program-Review.-December-2022.-Final.pdf>)

### **GENERAL REGULATIONS**

Except as indicated herein, certificate programs shall be subject to the same regulations and procedures as master's degree programs.

### **TRANSCRIPT NOTATION**

Only approved degrees, certificates, and concentrations appear on the transcript.