

Note: See the “Graduate Certificate Sample” document for recommended language for each section.

Virginia Polytechnic Institute and State University
Graduate Certificate

Name of Certificate

Department/College

CIP Code

Initiation Date

Date of First Graduates

Description of Certificate

Please include specific knowledge and skills that the students will obtain through the certificate program. What will graduates of the certificate program be able to do? The knowledge and skills should be evident in the description of the core courses.

Certificate Learning Outcomes

Please include specific learning outcomes that graduates of the certificate program will gain from their participation in the program. These can be formatted as a bulleted list (e.g., “Having successfully completed this certificate, students will be able to:”).

Target Audience

Describe specific students that will be targeted to enroll in the program. Will degree and non-degree students be eligible to participate in the program? Will individuals outside Virginia Tech be eligible to participate in the program?

Time to Complete

Include a narrative to indicate the time to complete the program for fulltime and part-time students for both degree seeking and non-degree seeking students (if applicable).

Admission

Describe the admission criteria for the program and indicate specific requirements for different populations. Include scores for all standardized tests. Will specific background knowledge or experience be required for admission to the program? A prerequisite of a baccalaureate degree is required for admission.

Curriculum Requirements and Description

Provide a summary of the focus of the curriculum. Indicate the total number of credit hours required (the required number of courses varies, with a minimum of 12 credit hours and a

maximum of 24 credit hours). Provide a list of all required courses (title designator and credit hour value, any pre-/co-requisites), restricted electives, and electives. Describe sub areas, if applicable. Explain any requirements of the curriculum (e.g., project, internship, practicum) needed to address special requirements including requirements of a licensing or accrediting organization. Provide the course description for all required courses and restricted electives.

Course Descriptions

Provide course descriptions for all of the required and restricted elective courses included in the graduate certificate curriculum. Please use subheadings to label “Required Courses” and “Elective Courses.” Indicate courses created for the certificate program with an asterisk.

Faculty Credentialing

Summarize faculty credentials and indicate availability and use of existing faculty. If using adjunct faculty, indicate the credentials and level of support that would be used to offer the program.

Contact Information

Include contact information for the individual primarily responsible for the certificate program.

Affiliated Faculty

List faculty affiliated with the program.

Course Delivery Format

Include a narrative to explain how the program will be delivered. If traditional, indicate space resources and if online, institutional resources (technology) to support online instruction. Indicate faculty training to teach online courses. Indicate the institution's ability and resources to support the delivery format.

Resources

Explain resources to offer the certificate. Indicate additional resources or costs (e.g., administration, faculty), if needed. Indicate the institution's ability to support the certificate with existing resources.

Gainful Employment

Include a statement indicating whether the certificate program alone may “prepare students for gainful employment in a recognized occupation.”