Procedure Statement

Graduate certificates are a planned course of study designed to meet the academic and career needs of graduate students and employed professionals in a wide variety of disciplines.

Reason for Procedure

This procedure outlines the process for establishing a graduate certificate.

Procedures and Responsibilities

1 The Graduate School at Texas A&M University-Commerce will award all graduate certificates that indicate the completion of a planned course of study in a specific discipline.

2 Graduate certificates must conform to the Texas Administrative Code (Title 19, Part 1, Chapter 5, Subchapter C, Rule 5.48).

3 All certificates may be developed by an academic unit (i.e., department, college, Graduate School) and must be approved through the curriculum approval process, including all Department Heads/Associate Directors from which courses towards the certificate are drawn. Additionally, all certificate offerings must be approved by the Academic Dean(s)/Director(s) of School(s) from which courses towards the certificate are drawn. Certificates with 15 hours or less must then be recommended by the Graduate Council and approved by Deans Council. Certificates with more than 15 credit hours must also be approved by the Texas Higher Education Coordinating Board. Certificate programs cannot duplicate existing programs. When applicable, the Southern Association of Colleges and Schools of the Commission on Colleges (SACSCOC) must be notified (see SACSCOC Substantive Change Policy Statement, p. 6).

4 Each applicant to a graduate certificate program must be admitted to a graduate degree program or nondegree status. Units offering certificates can require additional admissions requirements.
Graduate certificate programs must follow a planned course of study with a minimum of twelve graduate semester hours and no more than 24 semester hours. With advisor and program approval, students may apply course work from the graduate certificate program towards a graduate degree at A&M-Commerce.

Course substitution will not be allowed.

All courses required in a certificate program must be earned from A&M-Commerce.

At a minimum, students must have a 3.00 GPA in the courses used for the certificate. Units offering certificates may establish more rigorous GPA requirements.

Certificate programs with no completers for a period of five years will be removed from the inventory.

Related Statutes, Policies, or Requirements

Texas Administrative Code Title 19, Part 1, Chapter 5, Subchapter C, Rule 5.48 Criteria for Certificate Programs at Universities and Health-Related Institutions

University Procedure 03.02.99.R0.03 Programmatic and Administrative Substantive Changes Approval Process (SACSCOC)

University Procedure 11.04.99.R0.011 Admission to Graduate School

Suspends University Procedure 11.04.99.R0.31 Graduate Certificates

Contact Office

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