



FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES

POLICY TITLE

Professional Certificate Programs

POLICY STATEMENT

The Florida Board of Governors (BOG) has determined that each State University System (SUS) institution must adopt policies regarding certificate programs. FGCU offers both academic certificates and professional certificates. Certificate programs are key elements in Florida Gulf Coast University's efforts to become a center for life-long learning in Southwest Florida.

This policy provides guidance for the development, approval, and implementation of professional certificate programs pursuant to BOG Regulation 6C-8.011(2)(e) and (5)(d) adopted March 29, 2007. The FGCU Board of Trustees policy on Academic Program Authorization addresses processes relating to academic certificates, referred to as college credit certificate programs in BOG Regulation 6C-8.011(2)(d).

The term professional certificate is used to describe any program that contains non-college-credit experiences (clock hours, continuing education units, competency exams, etc.) offered through continuing education, which leads to a certificate or diploma recognized as a credential for employment. A professional certificate may be comprised of either all non-college-credit experiences or a combination of non-college-credit experiences and college-credit courses. The completion of a professional certificate is not recorded on the student's official university transcript.

Consistent with BOG Regulation 6C-8.011, professional certificate offerings are not assigned a Classification of Instructional Programs (CIP) code and are not included in the SUS Academic Degree Program Inventory as a stand-alone academic program at the university.

RESPONSIBLE EXECUTIVE

Provost and Vice President for Academic Affairs

RESPONSIBLE OFFICE(S)

-Office of Off-Campus Programs and Continuing Education
-Office of Curriculum and Instruction

WHO SHOULD READ THIS POLICY

All faculty and academic administrators charged with the responsibility of developing and delivering professional certificate programs.

PROCEDURES

The Office of Off-Campus Programs and Continuing Education and the Office of Curriculum and Instruction have administrative oversight regarding the development, approval, and implementation of professional certificates consistent with the following guidelines:

- (a) Professional certificates must be approved by the unit's leadership, which is responsible for ensuring quality.
- (b) If more than one unit has strength in subject areas addressed in a proposed certificate, communication between or among the units is recommended and will be facilitated by the Office of the Executive Director for Off-Campus Programs and Continuing Education.
- (c) If the professional certificate program is intended to satisfy credentialing standards for employment purposes, then the unit offering the certificate must ensure that the program's content, delivery, duration, and staffing meet all necessary requirements of the designated profession.
- (d) The leadership of the unit offering the professional certificate is responsible for ensuring that credit courses required for a professional certificate are available for students to complete the program in a timely manner.
- (e) Admission or completion standards are determined by the leadership of the unit offering the professional certificate.
- (f) Recruitment, marketing, admission, registration, and record keeping are the responsibility of the unit offering the professional certificate, under the dean's direction and with the dean's approval. However, a unit may contract with the Office of the Executive Director for Off-Campus Programs and Continuing Education for provision of any of these services.
- (g) Enrollment in credit courses required for the professional certificate is handled by the Office of the University Registrar in accordance with existing university procedures and standards.
- (h) It is the responsibility of the offering unit's leadership to certify that a student has completed a professional or continual learning certificate program. The unit offering the professional or continual learning certificate program may award a hard-copy certificate in recognition of completion of the program.
- (i) Revenues and expenditures in association with professional and continual learning certificate programs are managed and accounted for in the university's auxiliary trust fund.
- (j) If more than one unit cooperates in the delivery of a professional certificate, the leadership of the units are jointly responsible for ensuring that all activities and requirements listed above are adequately addressed.

History: This is the first policy to address this subject matter