

CALIFORNIA STATE COLLEGE, BAKERSFIELD
Office of the Vice President
FACULTY INFORMATION BULLETIN
11 December 1985

I. CERTIFICATE PROGRAMS - Policy and Procedures

The College believes that certificate programs expand educational opportunity in its service area and that they provide important alternatives for the attraction and retention of students. It thus encourages and supports the development of new certificate programs.

A. Policy

1. Reasons for the Establishment of Certificate Programs

The College recognizes many valid reasons for the establishment of certificate programs. They offer students the opportunity to enhance their lives with regard both to work and to leisure. Such programs also allow students to qualify for job entry, job advancement, and career change. Through such programs the College may attract and encourage retention of students who might otherwise not enroll or who might stop-out or drop-out. Further, through work in certificate programs, students may come to see the desirability of study in a baccalaureate program at the College, or, if they have already received the baccalaureate, in post-baccalaureate programs. Finally, the College encourages new certificate programs because they have often helped facilitate the enrollment of women and minority students.

2. Feasibility and Cost/Benefit

The establishment of new certificate programs requires the use both of the human and of the physical resources of the College, and the feasibility and cost/benefit of each program should be ascertained before submission of new programs for approval. Care must also be taken in the design of new programs so that standards of academic excellence are not compromised. The following issues must be addressed in the design of programs:

- a. academic integrity: consideration must be given to general educational goals in addition to the in-depth study appropriate to the particular program (this is particularly important with respect to CSB certificates--see below)
- b. market or clientele for the program
- c. admission requirements and procedures: course level and course prerequisites
- d. source of faculty for the program
- e. compatibility with existing programs
- f. contribution to the overall picture of enrollment at the College
- g. residence requirements: generally no more than 25% of the program course-work may be transferred from another institution.

3. Kinds of Programs

The College will develop certificate programs both in the regular academic units of the various schools as well as in the Division of

Extended Studies. The former will be termed CSB Certificate Programs and the latter, Extended Studies Certificate Programs.

a. CSB Certificate Programs

These certificate programs are comprised of courses in the regular curriculum which earn credit that is transferable to regular degree programs. Academic standards in these programs are the same as those of the College's degree programs. CSB certificate programs may be pre-baccalaureate or post-baccalaureate. Pre-baccalaureate programs may be designed for students simultaneously pursuing a baccalaureate or for those who are not.

b. Extended Studies Certificate Programs

These programs are offered by and are the responsibility of the Division of Extended Studies. Most of the courses in these programs will be numbered under 100 or beyond 800 and will thus earn no credit which is transferable to regular degree programs.

B. Procedures

1. CSB Certificates

a. Approval of New Programs

CSB Certificate Programs shall be approved in accordance with the regular procedures for the approval of new programs. After approval of the department or program faculty and of the appropriate school committees, the proposal shall be forwarded to the committees of the Academic Senate responsible for the approval of new programs, namely the Educational Policies Committee and the Budget and Planning Committee. Finally the Senate itself shall act on the proposal and make appropriate recommendations to the President.

Proposals for new programs shall include at least the following information: (A) background and purpose, (B) admission requirements, (C) residence requirement, (D) course requirements, (E) course transfer policy, (F) comparison of proposed programs with similar programs (if any) at other colleges or universities, (G) program staffing, (H) program implementation and consultation process.

b. Special Requirements for Pre-Baccalaureate Programs Offered to Non-Degree-Seeking Students

(A) Students must meet the regular admission standards of the College.

(B) Students must achieve Goal I of the General Education program and, unless persuasive evidence is offered showing why they are not appropriate to a particular program, Goals II, III, and IV.

c. Record-Keeping and Review

Record-keeping and review responsibilities for a certificate program shall be assigned to the academic unit responsible for instruction in that program. Each program shall be reviewed at least every five years with respect to the program's ability to meet the educational needs of its students, to its effect on enrollment in related bachelor's degree programs, and to its relationship to the mission of the College. This review shall be conducted by the academic units responsible for the program and shall be submitted to the appropriate school deans and the Academic Senate. The award of a certificate will not be entered on a student's permanent record.

d. Issuing of Certificates

Standard format and wording for certificates shall be established by the Dean of Extended Studies in consultation with the school deans. Certificates shall be awarded by the Dean of Extended Studies after documentation has been received from the appropriate faculty unit that all requirements have been met. A certificate fee shall be charged to cover administrative costs for the printing and issuance of the certificate. This fee shall be collected by the Division of Extended Studies.

2. Extended Studies Certificates

a. Development and Implementation

These certificate programs shall be developed and implemented by the Dean of Extended Studies in close consultation with the appropriate school deans, the faculty, and the constituencies which such programs are intended to serve. These programs shall meet specific educational need in the College's service area, and the program design will include a statement of prerequisites for enrollment. These programs may, when appropriate, include some courses that carry degree credit. In such cases, students will be expected to satisfy all prerequisites for these courses.

b. Standards and Review

The standards for admission and requirements for completion of these programs shall be established and monitored by the Division of Extended Studies. Periodic reviews of all programs shall be undertaken by that Division.

c. Issuing of Certificates

Certificates for these programs are issued by the Division of Extended Studies and shall indicate that they are granted by the Division of Extended Studies at the California State College, Bakersfield.

Approved by the Academic Senate - 23 October 1985

Approved by President Arciniega - 4 November 1985

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