Graduate School

GRADUATE CERTIFICATE POLICIES

SG 2.03

Date of Last Update:
January 09, 2020

Approved By:

- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY

H. A graduate certificate program:

a. shall consist of at least nine (9) graduate-level credits; credits earned in required undergraduate courses do not apply to this minimum.

b. shall be approved through the specified University curriculum process.

c. may require the completion of undergraduate prerequisite or cognate courses.

d. shall be consistent with the expectations for graduate-level education as stated in the Higher Learning Commission *Criteria for Accreditation Handbook:*

Graduate-level learning activities are more focused in content and purpose and more intellectually demanding than undergraduate education; faculty and students engage in scholarship involving research and practice as appropriate to the discipline or field; and learning activi-ties involve frequent interactions among faculty and graduate students.

PROCEDURES

1. Admission:

a. Normally, admission to a graduate certificate program is a baccalaureate or higher degree earned at a US regionally-accredited institution or its international equivalent.

b. The Dean of Graduate Studies may waive this requirement in highly exceptional circumstances at the recommendation of the Graduate Certificate Director.

c. University undergraduate students taking graduate courses through the dual-credit process may be admitted to a graduate certificate program. However, an undergraduate student may NOT be awarded a graduate certificate until they have been awarded a baccalaureate degree.

d. A graduate certificate program may specify additional admissions requirements.

2, Application for admission:

a. A student who is not enrolled in a graduate degree program must apply for admission to a graduate certificate program prior to completing fifty (50) percent of the required credits for the graduate certificate. This requirement applies to an undergraduate student pursuing a graduate certificate through the dual -credit process.

b. Graduate students who are currently enrolled in a graduate program of study leading to a degree, and who wish to simultaneously pursue a graduate certificate must inform the certificate program director and the Dean of Graduate Studies of their intent to seek the graduate certificate.

3. A graduate certificate may be awarded to a student:

a. who has been admitted to either the specific graduate certificate program or a graduate degree program at the University, and

b. who has earned a minimum of a 3.0 (B) grade point average in University courses required for the certificate, and

c. who has successfully completed the required courses, including any required undergraduate prerequisite or cognate courses for the certificate and no required graduate course is more than eight (8) years old at the time the certificate is awarded, and

d. who is in good standing with the University.

4. Applying certificate course work to additional graduate certificates and graduate degrees:

a. A graduate course used to meet the requirements of a graduate certificate may be utilized to meet the requirements of a second or subsequent graduate certificate only with the approval of the Dean of Graduate Studies.

b. The use of a graduate-level course to meet the requirements of a graduate certificate degree program does not preclude its use toward the requirements of a graduate degree.

5. Course substitutions:

a. In general, the Graduate Academic Policy on the *Approval of Course Waivers, Course Substitutions, and Individual Program Plans* is applicable to graduate certificate programs.

b. At the discretion of the Graduate Certificate Director, a relevant graduate course may be substituted for a required dual-listed course that a student has completed for undergraduate credit with a grade of 'B' or higher.

c. Generally, no more than one dual-listed course taken for undergraduate credit may apply toward the requirements of the certificate. However, upon the recommendation of the Graduate Certificate Director, the Dean of Graduate Studies may approve the application of a second required dual-listed course taken for undergraduate credit toward the requirements of the certificate.

6. Transfer credit:

The transfer of credit to a graduate certificate program is limited to no more than one-third of the required credits for the certificate and subject to the applicable provisions of the *Graduate Academic Policy on the Transfer of Credit to a Graduate Program.*

7. Administration:

Each graduate certificate program shall have a designated graduate certificate director as defined in "Definitions".

DEFINITIONS

A graduate certificate is a credential awarded by the University for completion of a defined and focused collection of courses that meet a clear **and appropriate educational objective at the graduate level.** A graduate certificate is NOT a degree offering of the University.

A ***graduate certificate director*** is the individual designated to administer the graduate certificate program. The role, responsibilities and authority of a graduate certificate director are similar to those of a graduate program director with respect to a graduate degree program.

GRADUATE ASSISTANTSHIP

SG 6.03

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- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY

Purpose

The Graduate Assistantship Policy distinguishes Graduate level policies from policies detailed in the Shared Governance Faculty Handbook Policies that currently govern Undergraduate Student Employees SG 6.02.

Graduate Assistantships serve several functions. First, they provide graduate students with part-time, paid work experience. Generally, this experience will be directly related to their field of study and will allow them to expand and/or apply their disciplinary knowledge and skills under supervision.

Second, they provide GVSU faculty and/or university staff assistance in carrying out special projects or other assignments that require the advanced disciplinary skills of graduate students. Consequently, Graduate Assistantships facilitate direct interaction between faculty and graduate students through a unique educational experience while providing faculty more opportunity to fulfill their teaching, service and scholarship responsibilities.

Third, Graduate Assistants may serve in an instructional role where appropriate. Service in an "instructional role" requires that the graduate student works under the direct supervision of a tenure track faculty member who has final grading responsibility for the course. This corresponds to policies that allow undergraduates opportunities for "assisting in laboratory and studio sessions" Undergraduate Student Employees SG 6.02.

In all cases, the activities assigned are to have educational value for the graduate student and are not to be used in lieu of hiring student employees for clerical and office support. The opportunities provided to graduate students assigned a Graduate Assistantship clearly enhance the graduate student's experience, enrich their education, and broaden their range of professional skills.

See The Graduate School website at www.gvsu.edu/gs for additional information.

POLICY STATEMENT

General Policies

Grand Valley is committed to an open, well-advertised process of announcing positions and hiring graduate assistants. Each department with approved Graduate Assistantships will publicize them, and ensure that qualified applicants for these positions are offered an opportunity to apply. Available Graduate Assistantships should be advertised in recruitment materials, on the website of the department offering the Graduate Assistantships, and on the Student Employment electronic job board. In addition, The Graduate School will either post or provide a web-link for every Graduate Assistantship.

In recognition that many Graduate Assistantships are used to recruit students to specific graduate programs, and that many students may not have ready access to the website, departments may use positions to recruit students to their own graduate program, without posting to the wider student community. However, special positions funded through grants or from other sources that arise during the academic year should be fully advertised as noted above

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DISSEMINATION POLICY FOR SCHOLARLY WORK WITH GRADUATE STUDENTS

SG 6.04

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May 13, 2019

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- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY STATEMENT

1. Each graduate program is required to have a published dissemination policy for scholarly work with graduate students that is approved by the Dean of the Graduate School.

2. The policy should adhere to the principles of the BOT Policy 4.1.10.2 Rights in Published Material, Inventions and Secret Process and disciplinary norms for dissemination.

GRADUATE PROGRAM DIRECTORS

SG 6.05

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June 29, 2022

Approved By:

- University Academic Senate / Provost

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Provost Office

POLICY STATEMENT

1. Each graduate program will have a graduate program director (hereinafter referred to as the GPD).

2. The authority to appoint the GPD is vested in the dean of the academic college. The dean will normally appoint the new GPD from nominations/recommendations received from the unit head. Should the dean make an alternate appointment for GPD, the dean will provide a rationale to the unit head. If the unit head is not able to make a nomination, the dean will make an appointment.

3. Normally the appointment will be for a three-year period. A GPD may be reappointed.

4. Normally all GPD appointees will have graduate faculty status, or have the academic credentials to be awarded graduate faculty status, with the associated responsibilities and benefits of faculty rank. Administrative personnel may also serve as a GPD when other tenure-line faculty are academically responsible for the program curricula and assessment. Characteristically, GPDs will be senior faculty with tenure, chosen on the basis of their leadership and organizational ability.

5. GPDs will be responsible for ensuring completion of the Graduate Program Management Responsibilities as identified by each graduate program and approved by the academic dean specified in a separate document to be kept on file in the Graduate School, the appointing academic dean’s office, the appropriate academic unit head’s office, and with the GPD.

6. Normally the GPD will be evaluated annually as part of the Faculty Workload Plan (FWP) and Faculty Workload Report (FWR) process. The unit head and/or Dean will provide a written performance summary of the GPD based on duties and responsibilities of the GPD position. The Graduate Dean will provide written input to the performance summary of the GPD on a three-year rotation or more frequently if requested by the GPD, academic unit head, or academic dean.