### Graduate Certificate Polices

### Student Eligibility and Admission Criteria

Student must apply and be accepted into the Graduate Certificate to be eligible to receive a certificate. The prerequisites and general criteria of eligibility for admission to any graduate certificate area of study include:

1. An earned baccalaureate degree or its equivalent from a regionally accredited college or university or enrollment in a USF five-year academic program is required. Students in five-year academic programs may be admitted upon completion of 120 semester hours.
2. Each Graduate Certificate specifies the requirements for admission, including minimum grade point average, standardized test scores, and other similar criteria as part of the application. However, prospective non‐degree seeking graduate certificate students must meet University graduate admissions grade point average requirements.

Students who wish to pursue a Graduate Certificate must apply to the Graduate Certificate Office ([www.gradcerts.usf.edu](http://www.gradcerts.usf.edu)) and be admitted to the Graduate Certificate. Students are encouraged to contact the coordinator prior to applying.

* **Non-Degree Seeking Students**

All non-degree seeking students who wish to pursue approved graduate certificates should apply for admission to the Certificate through the Graduate Certificate Office ([www.gradcerts.usf.edu](http://www.gradcerts.usf.edu)) as soon as possible for maximum benefit, but must apply to the Certificate and complete required coursework within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the Graduate Certificate to be awarded.

* **Degree Seeking Students**
  + All degree seeking students who wish to pursue approved graduate certificates must apply for admission to the Graduate Certificate through the Graduate Certificate Office ([www.gradcerts.usf.edu](http://www.gradcerts.usf.edu)).

The application must be received prior to conferral of the degree that includes the same coursework. Students who have completed all coursework must apply for admission to the certificate and submit a Completion Form prior to the deadline to apply for graduation by the fourth week of the semester in which the student plans to graduate.

* + Degree seeking students who are pursuing a Graduate Certificate in a discipline outside of their graduate degree program (major) must apply for admission to the Graduate Certificate through the Graduate Certificate Office ([www.gradcerts.usf.edu](http://www.gradcerts.usf.edu)). The application must be received prior to the deadline to apply for graduation (by the fourth week of the semester) in which the student plans to graduate. Required coursework for the certificate must be completed within five years of taking the first course applicable to the certificate. Students must submit a Completion Form for the certificate to be awarded.

1. Certificate-seeking-students not currently enrolled in a degree-granting graduate program, will be admitted into a separate classification within the University, and will be classified as “Graduate Certificate Students.” This separate classification will permit the University to monitor statistical and enrollment data for certificate areas of study, and will allow inclusion of such efforts in the annual reports and academic planning. The Graduate Certificate Office will note successful completion of a certificate on the student’s transcript upon completion.
2. Students pursuing a graduate certificate are required to meet the same academic requirements as those defined for degree-seeking students to remain in “good standing”.
3. All graduate certificate students may apply one graduate course to two graduate certificates.
4. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll.
5. Should a graduate certificate student subsequently apply and be accepted to a degree-granting program, the University’s Transfer of Credit Policy applies. It is up to the Program to determine the number of credits that may be transferred in from the Graduate Certificate into the Graduate Program, up to the 49% limits specified in the transfer of credit policy.. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. *See the Transfer of Credit Policy for more information.*

**Certificate Requirements**

To receive a graduate certificate:

1. Students must successfully complete certificate requirements as established by the University. Graduate Certificate students will be held to the academic standards for all graduate students as specified in the Graduate Catalog, except for any additional requirements as noted in the section in the Graduate Catalog regarding Graduate Certificates.
2. Students must submit a completion form. Degree-seeking students must submit this form before graduating from their degree program. Non-degree-seeking students must submit this form no later than one semester after completing their certificate course work.
3. Students must have been awarded a bachelor’s or higher degree to be eligible.