***Section 11***

# *Graduate Certificates*

**Office of Graduate Certificates**

University of South Florida

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**Graduate Certificates**

Following is an alphabetical list of Graduate Certificates offered at USF at the time of publication. Some certificates may be inactive and new certificates may now be available. For information about Graduate Certificates currently offered and certificate requirements, go to the Graduate Certificate website noted above.

1. Academic Advising
2. Addictions and Substance Abuse Counseling
3. [Africana Studies](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XAF)
4. Aging and Neuroscience\*
5. American Culture and Society
6. Analytics and Business Intelligence\*\*
7. Anatomy
8. Applied Biostatistics\*\*
9. Applied Linguistics
10. Autism Spectrum Disorder (ASD)\*\*
11. Bioinformatics
12. Biostatistics\*
13. Biotechnology
14. Brain Fitness and Memory Management
15. Building Sustainable Enterprise
16. Business Analytics
17. Business Foundations
18. [Career Counseling\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XCC)
19. Children’s Mental Health\*\*
20. Climate Change and Sustainability
21. Clinical Aging Studies
22. Clinical Investigation\*\*
23. Coastal Sustainability
24. Coastal Sustainability Management
25. [College Teaching\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XCT)
26. Community Design and Development
27. [Comparative Literary Studies](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XCL)
28. Compliance, Risk, and Anti-Money Laundering
29. Concepts and Tools of Epidemiology\*\*
30. [Creative Writing](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XCW)
31. Crime Scene Investigations for Violent Crimes
32. Criminal Justice Administration\*
33. [Cuban Studies](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XCS)
34. Cyber Intelligence
35. Cybersecurity Education and Awareness
36. Diasporas and Health Disparities\*
37. Digital Forensics \*\*
38. Digital Music Education\*\*
39. Disabilities Education: Severe and/or Profound\*\*
40. [Disaster Management\*\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XDM)
41. [Diversity](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XDV) in Education
42. eLearning Design and Development
43. Energy Sustainability
44. Entrepreneurship\*\*
45. Environmental Health\*
46. [Environmental Policy and Management](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XEP)
47. Epidemiology of Infectious Disease\*
48. ESOL\*\*
49. Evaluation
50. Exceptional Student Education
51. Film and New Media Studies
52. Food Sustainability and Security
53. Foreign Language Education: Professional
54. Foreign Language Education: Culture and Content
55. Genocide and Human Rights
56. Geographical Information Systems
57. [Geriatric Social Work/Clinical Gerontology](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XGS)
58. [Gerontology](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XGE)\*\*
59. Global Health and Latin American and Caribbean Studies
60. Global Health Practice
61. Global Strategy and Decision-Making
62. Global Sustainability
63. Health Analytics
64. Health Informatics\*
65. Health Information
66. [Health Management and Leadership\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XHM)
67. Health, Safety & Environment
68. Health Sciences\*\*
69. Homeland Security
70. [Hospice, Palliative Care and End of Life Studies](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XHP)
71. Human Resources
72. Humanitarian Assistance\*\*
73. [Hydrogeology](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XHY)
74. [Infection Control](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XIC)\*\*
75. Information Assurance \*\*
76. [Instructional Technology: Distance Education\*\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XDD)
77. Instructional Technology: Florida Digital Educator\*\*
78. [Instructional Technology: Web Design\*\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XWD)
79. Latin American & Caribbean Studies
80. Leadership in Child and Adolescent Behavioral Health
81. Leadership in Developing Human Resources
82. Library Information Technology
83. Marriage and Family Therapy
84. [Materials Science and Engineering](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XMT)
85. Maternal and Child Health
86. Mathematics
87. Medical Anthropology
88. Medicine and Gender
89. Multimedia Journalism\*
90. [Music](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XMU)
91. NanoPharmaceutics
92. [Nonprofit Management](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XNM)
93. [Nursing Education](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XNE)
94. Pathology
95. Pre-professional Pharmacy \*\*
96. Pharmacy Entrepreneurship, Leadership and Management
97. Pharmacy Update and Practice Management \*\*
98. Planning for Healthy Communities
99. Positive Behavior Support\*\*
100. Post Masters in Higher Education Leadership\*
101. [Post-Master's: Library and Information Science\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XLI)
102. Project Management
103. Professional and Technical Communication
104. National and Competitive Intelligence
105. Public Health Generalist\*\*
106. Public Health Policy and Programs\*\*
107. [Public Management](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XPM)
108. Qualitative Research
109. [Reading \*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XRC)
110. Regulatory Affairs – Medical Devices\*\*
111. Rehabilitation Technology
112. Renewable Energy
113. Research Administration
114. Robotics \*\*
115. [Safety Management](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XSM)
116. Scholarly Excellence, Leadership Experiences, and Collaborative Training (SELECT)
117. School Counseling Post-Masters\*
118. [School Library Media Specialist\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XLM)\*
119. Simulation Based Academic Fellowship in Advanced Pain Management
120. Smart Grid Power Systems
121. [Social Marketing & Social Change](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XSP)\*\*
122. Statistical Data Analysis
123. Strategic Intelligence
124. Sustainable Tourism
125. Sustainable Tourism Leadership
126. Sustainable Transportation
127. Systems Engineering\*\*
128. Teacher Leadership for Student Learning \*\*
129. Teaching and Communicating Ocean Sciences Broader Impacts \*
130. [Teaching Composition](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XTC)
131. [Teaching English as a Second Language (TESL)](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XSL)
132. Teaching in Pharmacy
133. [Technology Management\*\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XTM)
134. [Total Quality Management\*\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XTQ)
135. Toxicology and Risk Assessment\*\*
136. Translational Research in Adolescent Behavioral Health\*
137. Transportation Systems Analysis\*\*
138. Water, Health and Sustainability
139. Water Sustainability
140. [Wireless Engineering\*\*](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XWE)
141. [Women's Health](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XWH)
142. [Women's and Gender Studies](http://www.outreach.usf.edu/gradcerts/certinfo.asp?ccode=XWS)

\* Partially online

\*\*Fully online

**Graduate Certificate Policies**

The areas of study for the Graduate Certificates are created within the mission of graduate education. Students will be awarded certificates upon completion of specific course work, which has been approved by the Graduate Council. The Graduate Certificate is not defined as a degree by the Office of Graduate Studies; rather, it is a focused collection of courses that, when completed, affords the student some record of distinct academic accomplishment in a given discipline or set of related disciplines. Moreover, the Graduate Certificate is not viewed as a guaranteed means of entry into a graduate major. While the courses comprising a graduate certificate may be used as evidence in support of a student’s application for admission to a graduate major, the certificate itself is not considered to be a prerequisite.

### Process of Approval for New Graduate Certificates

Prior to submission of a new Graduate Certificate Proposal, a Concept Proposal form must be submitted through the College Dean to the Academic Program Advisory Council (APAC) for a 14-day posting. Once cleared through APAC the faculty sponsor may proceed with submission of the proposal through normal curriculum processing procedures. Proposals for new areas of study for graduate certificates are created and submitted by the academic unit that wishes to offer such a certificate. Proposals must be accompanied by endorsement from the department heads and deans of the colleges/schools in which the contributing course work is offered as well as from the academic unit or units whose students or majors could be impacted by the creation of the graduate certificate. The Graduate Council will consider all the proposals for new graduate certificates to assure proposal guidelines have been followed and that repetition and redundancy across areas of study for certificates are not evident. Those meeting the criteria set forth by the Graduate Council will then be recommended for approval.

**Criteria for Approval**

The general principles applied to the assessment of the academic quality of proposals for new graduate areas of study for certificates include:

1. The proposed sequence of course work must offer a clear and appropriate educational objective at the post-baccalaureate level.
2. The proposed curriculum will consist of specific structured graduate coursework taken at USF and may not include elective options. Course substitutions are not permitted. Courses already used in an approved Graduate Certificate cannot be used in another certificate.
3. The proposed curriculum will achieve its educational objective in an efficient and well-defined manner.
4. A perceived need for such a certificate should exist. This provision might be defined in terms of either external markets (i.e., external demand for the skills associated with such a certificate) or internal academic means (i.e., the need for a critical mass of students in a given discipline).
5. An appropriate number of credit hours must comprise the area of study for the certificate, with the typical range being 12-15 hours. The number of graduate credits cannot be less than nine (9) or more than one-half of the credits necessary for a related master’s degree from the Office of Graduate Studies.
6. If the area of study for a certificate requires new courses, those courses must be approved by the appropriate College bodies or offices and the Graduate Council.

### Student Eligibility and Admission Criteria

Students 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 Accelerated Major is required. Students in Accelerated Majors 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 (<http://www.usf.edu/innovative-education/programs/graduate-certificates/>) 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 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.

The application must be received prior to conferral of the degree that includes the same coursework. All required coursework must be completed prior to degree conferral. 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 major must apply for admission to the Graduate Certificate through the Graduate Certificate Office. 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 and prior to degree conferral. Students must submit a Completion Form for the certificate to be awarded prior to graduation or no later than seven years after taking the first course.

1. Certificate-seeking-students not currently enrolled in a degree-granting graduate major, 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 graduate major, the University’s Transfer of Credit Policy applies. It is up to the Major to determine the number of credits that may be transferred in from the Graduate Certificate into the Graduate Major, 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 major. *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 graduate major. 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.