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| Policy Group | Academic Programs | Policy Number | ACA-PRO-09 |  جامعة زايد ZAYED UNIVERSITY |
| Responsible Office | Office of the Provost | Distribution | External | |
| Date Approved | 12 April 2007 | Effective Date | 12 April 2007 | |
| Date Last Reviewed | 12 May 2020 | Due Date for Next Review | 12 May 2023 | |

POLICY

Certificate Programs

1. Purpose

This policy sets out the requirements for certificate programs at Zayed University.

2. Application

This policy applies to credit-bearing and non-credit-bearing certificate programs at Zayed University. It does not apply to congratulatory certificates for achievement, honor, or recognition; and it does not apply to Zayed University degree programs.

3. Definitions

3.1 Undergraduate certificates and graduate certificates: University-approved, academic credit-bearing, undergraduate and graduate certificate programs.

3.2 Training certificates or certificates of participation and/or attendance: Non-credit seminars, workshops, training and other instructional programs offered by any college or department of the university.

4. Policy

4.1 Undergraduate certificates and graduate certificates

- a) Certificates are awarded for students completing an approved set of academic credit-bearing instructional programs in a discipline or set of related disciplines. Proposed certificate programs must be consistent with the mission of the university and must offer a clear and appropriate educational objective.
- b) Credit-bearing certificate programs must be approved by the Provost, who may request recommendations from either the University Standing Committee on Academic Affairs (for undergraduate programs) or the Graduate Programs Committee (for graduate programs), and the Deans' Council.

4.2 Additional requirements for all credit-bearing certificate programs

- a) Certificate programs must have clearly stated goals, objectives, and expectations of student learning outcomes.
- b) Certificate programs must consist of a minimum of 12 credits. Each certificate program must include a minimum of 9 credits of core courses required of all students. Additional credits may be required and, if so, the eligible courses must be identified.
- c) New courses and course changes must be approved through normal University processes.

- d) Certificate programs will be subject to periodic review under standard University processes.
- e) Certificate-seeking students must complete an application and must be accepted into the program. Individual programs may set standards for acceptance which exceed those required by University policy.
- f) Admission to a certificate program does not constitute admission to a degree program.
- g) Courses completed as part of a certificate program are not automatically credited toward a degree program to which students are accepted.
- h) Courses completed as part of a certificate program will appear on the student's Zayed University transcript.
- i) When certificate programs are completed, a certificate will be awarded to the student, and the certificate will appear on the student's Zayed University transcript.

4.3 Specific requirements for undergraduate certificate programs

- a) Undergraduate certificate programs consist of an approved set of undergraduate credit-bearing courses.
- b) Applicants must have graduated from high school or the equivalent and must have a minimum score of 500 on the paper-based TOEFL or the equivalent.
- c) In order to complete the certificate program, the student must have a minimum grade point average of 2.0.
- d) For a course to count as part of a certificate program the student must receive a minimum grade of C-.

4.4 Specific requirements for graduate certificate programs

- a) Graduate certificate programs consist of an approved set of graduate credit-bearing courses.
- b) Applicants must hold a baccalaureate degree or equivalent with a minimum grade point average of 2.5 and must have a minimum score of 550 on the paper-based TOEFL or the equivalent.
- c) No more than 6 credits of work with a grade of C (with or without plus or minus signs) may be used as part of a graduate certificate program.
- d) In order to complete the certificate program, the student must have a minimum grade point average of 3.0.
- e) For a course to count as part of a graduate certificate program the student must receive a minimum grade of C-.

4.5 Training certificates or certificates of participation and/or attendance for non-credit-bearing programs

Training certificates and certificates of participation and/or attendance may be awarded by any college or university program for non-credit seminars, workshops, instructional programs, etc. Proposed programs must be approved by the Dean or Director responsible for the program, with notification provided to the Provost prior to initiation of the program.

4.6 Additional requirements for non-credit-bearing programs

- a) Open admission is allowed, but programs will usually be targeted to particular groups.
- b) No academic credit is offered for participation in non-credit-bearing certificate programs.

- c) Participants in non-credit-bearing programs need not be registered as Zayed University students.
- d) Courses taken in non-credit-bearing programs are not entered in a University academic transcript. In addition, training certificates and certificates of participation and/or attendance awarded are not entered on a Zayed University academic transcript.
- e) Non-credit-bearing programs must include a formal evaluation process by participants.

5. Related Policies and Laws

ACA-PRO-04 Curricula Approval and Revision

6. Administration

This policy is administered by the Office of the Provost

7. Revision History

| Date | Revision |
|------------------|--|
| 12 May 2020 | Non-substantive change: added External Distribution. |
| 18 November 2019 | Updated the related policy numbers and format. |
| 31 January 2019 | Reformatted with no substantive changes made. |
| 12 April 2007 | Policy approved. |