

## CERTIFICATE PROGRAMS TIP SHEET

A Rackham certificate of graduate studies is a non-degree credential, less extensive than a master's program, which is designed to provide students with a specialized set of courses that supplement a primary field of study. A student must be formally admitted to a certificate program.

To earn a certificate, a student must complete a minimum of 9 credit hours of coursework plus an experience related to the goals of the certificate that is defined and approved by the certificate faculty. This additional work may take the form of non-credit experiential activity equivalent to at least a three-credit hour course (such as an internship, practicum, research, professional project or similar experience) or, alternatively, additional coursework of at least three credit hours to a maximum of 19 credits.

Students generally complete at least one term in a Rackham or non-Rackham graduate degree program before applying. Some certificate programs, however, are free standing, and persons who have earned a bachelor's degree or higher may apply directly through standard admissions procedures.

### **Double-Counting:**

**9 credit hour Certificates:** Double-counting is restricted to a maximum of 3 hours.

**12-19 credit hour Certificates:** Not more than one-sixth of the credits required for any given master's may be double-counted between a certificate and master's program, and double-counted credits must not exceed one-half of the certificate credit hour requirement. Double-counting is not permitted between two certificate programs. Double-counting is not permitted if the student is pursuing a dual master's degree—in that situation, all credits for the certificate must stand alone. No undergraduate courses may be double-counted toward the certificate credit hour requirement.

**Transfer of Credit:** Credit will not be transferred into a certificate program.

### **Requirements to receive a certificate include:**

- 1) The student must be officially admitted by Rackham to the certificate program and have applied for graduation via Wolverine Access.
- 2) The student must have a cumulative grade point average of "B" (3.00) or better.
- 3) If the student has or will be receiving a U-M master's degree, a Dual/Joint Degree Course Election form must be submitted before the last day of classes during the term at the end of which the certificate is expected to be awarded. Each program (master's or certificate) listed on the form must have an individual grade point average of "B" (3.00) or better.
- 4) Students must complete all work for a certificate within four years of admission to the certificate program.
- 5) Students must have submitted official final undergraduate transcripts/credentials to Rackham.