

**3359-60-06.7 Graduate certificate program requirements**

- (A) Admission. An applicant must possess at least a baccalaureate degree from an accredited college or university for admission to a graduate certificate program. Some certificate programs may require that a student already be enrolled in a specific graduate degree program. Students should consult with the academic program.
- (B) Enrollment. A student may meet the program requirements of the graduate school and the department through either full or parttime study.
- (C) Time limit. All requirements must be completed within three years after beginning the certificate program at the university of Akron or elsewhere unless concurrently pursuing a master's or doctoral degree, in which case the graduate degree program rules apply for certificate completion. Extension of up to one year may be granted in unusual circumstances by the dean of the graduate school upon written request by the student and recommendation by the adviser, department head, and college dean.
- (D) Credits.
  - (1) The number of credits required to earn a graduate certificate varies by certificate program. A minimum of two-thirds of the total number of graduate credits required in any certificate program must be completed at the university of Akron. Generally no substitute courses will be permitted to meet certificate requirements unless otherwise specified by the certificate program.
  - (2) No graduate credit may be received for five hundred numbered courses previously taken at the four hundred number course level as an undergraduate without advance approval from the dean of the graduate school.
- (E) Transfer credits.
  - (1) Up to one-third of the total graduate credits required for the certificate may be transferred from an accredited college or university, including the university of Akron. All graduate court transfer credit must be at the "A" or "B" level. The credits must be relevant to the student's program. A student must receive prior approval from their academic program department for applicability of transfer courses to the certificate.
  - (2) A student seeking to transfer credits must have full admission.

