February 14, 2002

MEMORANDUM

TO: CSU Presidents
FROM: Charles B. Reed
Chancellor

SUBJECT: Certificates and Certificate Programs—Executive Order No. 806

Attached is a copy of Executive Order No. 806, related to certificates and certificate programs.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

CBR/clm

Attachment

c: Vice Presidents for Academic Affairs
   Extended Education Deans
   Executive Staff, Office of the Chancellor
I. Authorization

A. As authorized in the Standing Orders of the Board of Trustees, the Chancellor on behalf of the Board of Trustees may issue a certificate to a student who has completed the prescribed course of study (Standing Orders Chapter III, Section 3.b.).

B. Title 5, California Code of Regulations, Section 40400 provides that the Board of Trustees, upon recommendation of the faculty of the campus, shall issue the appropriate diploma, certificate, or degree to a student who has completed the prescribed course of study.

II. Definitions

A certificate declares that a student has satisfactorily completed the curriculum of a certificate program. A certificate program provides a set of learning experiences concentrated in a specific set of educational goals. In most cases, certificate programs are provided through extended education. At the discretion of the university, academic credit earned in certificate programs may be awarded at the graduate and undergraduate levels. Certificate programs may grant Continuing Education Units (CEUs), or they may include non-credit offerings.

The following are examples of learning goals that may be achieved in certificate programs. This list is provided as illustration only and is not exhaustive.

- Increasing knowledge in a career area by updating a student’s knowledge about the career, providing advancement opportunities, introducing students to new developments, or providing added information based on student needs and interests;
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- Providing initial knowledge designed for entering a new career, or making a significant change in an existing career, such as moving from a nurse to a nurse practitioner;

- Providing knowledge for new and emerging career opportunities;

- Providing opportunities to explore the possibility of moving to different careers;

- Providing an organized set of knowledge within any discipline, based on student interests, such as in different areas of art, music, literature, mathematics or science; and

- Providing other programs based on identified or anticipated student needs and interests.

III. Establishing Certificate Programs

Campuses are encouraged to establish appropriate policies for planning and developing certificate programs. The campus policies should address the number of semester or quarter credits needed for a credit-bearing certificate program and should specify the requirements for non-credit certificates.

[Signature]

Charles B. Reed, Chancellor

Dated: February 14, 2002