California State University, Bakersfield

NON-ACADEMIC CREDIT/EUD
CERTIFICATE PROGRAMS

Non-academic credit/EUD Certificate Programs do not bear academic credit, are generally intended for professional development, vary in length and complexity and are based on community needs.

These Certificate Programs are offered through Extended University, the administrative unit that bears fiscal responsibility for self-supported programs. What follows are procedures for establishing new Non-academic credit Certificate Programs.

1. Proposal Contents: Proposals for certificate programs shall be submitted by Extended University to the appropriate academic department(s) and school curriculum committees for approval. If the proposal includes new non-academic credit/EUD courses, such courses must be included in the proposal and accompanied by the course proposal form established by the relevant Curriculum Committee. Certificate Program proposals will describe the need for the program and include other pertinent information such as:

   a. Eligibility requirements.
   b. Program purposes and objectives including the learning outcomes to be achieved and the measures that will be used to assess student learning.
   c. Course descriptions and course prerequisites.
   d. Evaluation procedures for measuring the effectiveness of program design and operation.
   e. A list of advisory board members, at least one of which shall be a faculty member from an appropriate department. The appropriateness of an advisory board may be dependent on program longevity and complexity of requirements. If an advisory board is not deemed appropriate, attach an explanation.
   f. A study plan that details the courses to be taken and documents the student’s progress towards completion.
   g. A sample of the certificate when the certificate does not follow a previously approved format, which must clearly indicate what is being awarded (attendance, participation, recognition, competence) and include a signature block for the appropriate administrator certifying completion.

2. Program Review: Proposed new courses and programs shall follow established curricular procedures for the review and recommendation of academic credit courses.

3. Program Design and Coordination: Academic departments are responsible for approval of course content and instructor. EUD is responsible for program delivery.