

# GRADUATE CERTIFICATE REQUIREMENTS

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A student seeking to transfer credit must have full admission and be in good standing at The University of Akron.

## Admission

An applicant interested in pursuing a graduate certificate program 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 department.

## Award of Graduate Certificate

To be cleared for award of a graduate certificate, a candidate must have completed coursework with a minimum cumulative graduate grade-point average of 3.00; submitted an online application for graduation with the University Registrar; settle any and all outstanding financial obligations with the University; and met any other applicable department and University requirements.

Students completing a certificate program without concurrent completion of a graduate degree program will not be permitted to participate in the commencement ceremony.

## Credits

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 program requirements unless otherwise specified by the certificate program.

No graduate credit may be received for 500-numbered courses previously taken at the 400-number course level as an undergraduate without advance approval from the School of Graduate Studies.

## Enrollment

A student may meet the program requirements of the School of Graduate Studies and the department through full- or part-time study.

## 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 time limits apply for certificate completion. Extension of up to one year may be granted in unusual circumstances by the School of Graduate Studies upon written request by the student and recommendation by the adviser, department head, and college dean.

## Transfer Credits

Up to one-third of the total graduate credits required for a certificate program may be transferred from an accredited college or university, including The University of Akron. All transfer credit must be at the "A" or "B" level in graduate courses. The credits must be relevant to the student's program. A University of Akron student must receive prior approval from their academic program for applicability of transfer courses to the certificate.