

## 11.99.99.R0.14 Graduate Certificates

Revised September 9, 2026  
Next Scheduled Review: September 9, 2031



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### Procedure Summary

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Graduate certificates are a planned course of study designed to meet the academic and career needs of graduate students and employed professionals in a wide variety of disciplines.

This procedure outlines the process for establishing a graduate certificate.

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### Procedures and Responsibilities

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- 1 The Graduate School at East Texas A&M University (University) will award all graduate certificates that indicate the completion of a planned course of study in a specific discipline.
- 2 Graduate certificates must conform to the Texas Administrative Code (Title 19, Part 1, Chapter 2, Subchapter B, Rule 2.32) and the Texas Education Code §51.989.
- 3 All certificates may be developed by an academic unit (i.e., department, college, Graduate School) and must be approved through the curriculum approval process, as outlined in Procedure 03.02.99.R0.01 Academic Approval Procedure for Programs The Texas Higher Education Coordinating Board must be notified of all new certificate programs. When applicable, substantive change approval must be sought from or notification provided to the university's institutional accrediting agency.
- 4 Each applicant to a graduate certificate program must be admitted to a graduate degree program or non-degree status. Units offering certificates can require additional admissions requirements.
- 5 Graduate certificate programs must follow a planned course of study with a minimum of twelve graduate semester hours and no more than 24 semester hours. With advisor and program approval, students may apply coursework from the graduate certificate program towards a graduate degree at the University.
- 6 Course substitution will not be allowed.
- 7 All courses required in a certificate program must be earned from the University.
- 8 Students are required to have a minimum overall 3.00 GPA in the graduate certificate program.

- 9 Credit earned over six years prior to earning a graduate certificate will require specific written departmental justification and approval of the Dean of Graduate School in order to be counted toward a graduate certificate. The discipline in which the course(s) was taken shall be involved in the validation of an out-of-date course. In no case may courses more than ten years old be accepted toward a graduate certificate.
  - 10 Certificate programs with fewer than *fifteen completers* for a period of five years will be removed from the inventory.
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## **Related Statutes, Policies, or Requirements**

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Texas Administrative Code [Title 19, Part 1, Chapter 2, Subchapter B Approval Process for a Certificate](#)

Texas Education Code [Title 3, Subtitle A, Chapter 51, Subchapter Z, Section 51.989](#)

University Procedure [03.02.99.R0.01 Academic Approval Procedure for Programs](#)

University Procedure [03.02.99.R0.03 Programmatic and Administrative Substantive Changes Approval Process \(SACSCOC\)](#)

University Procedure [11.04.99.R0.011 Admission to Graduate School](#)

Suspends University Procedure [11.04.99.R0.31 Graduate Certificates](#)

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## **Revision History**

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## Contact Office

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