

APPENDIX B

Graduate Council Policy Committee

Minutes – October 3, 2024, 1:00 PM (CT)

Voting Members: Tonya Bragg-Underwood (Chair), Ray Blankenship, Jie-Young Kong, Mikhail Khenner

Advisory Members: Jennifer Hammonds, Beth Laves

Guests: Merrall Price, Angie Gerome

The policy committee met on 10/3/2024 to discuss the Certificate policy minimum credit hour requirement.

The Certificate policy was discussed regarding a reduction of the minimum credit hour requirement from 12 to 9 for the completion of a graduate certificate. The SACSCOC liaison, Beth Laves indicated no implications as far as SACSCOC was concerned. Merrall Price suggested the inclusion of policy language of 50% or more of coursework be in common.

After discussion, the committee agreed upon reducing the minimum number of credit hours for a certificate to 9 with the inclusion of at least 50% of credit hours in common (4/0).

Attached is the proposed Certificate policy revision.

**Academic Policy (Revision)
(Action)**

Date: October 3, 2024

College: Graduate Council

Department: Policy Committee

Contact Person: Tonya Bragg-Underwood, tonya.bragg-underwood@wku.edu

1. **Policy Name:** Certificate Policy (Graduate Catalog)
<https://catalog.wku.edu/graduate/enrollment/>
2. **Description:** Policy revision to better align with other university certificate programs.

2.1 Existing

Requirements

A graduate certificate program must meet the following criteria:

- Consist of a minimum of 12 and a maximum of 18 graduate credit hours.

2.2 Proposed

Requirements

A graduate certificate program must meet the following criteria:

- Consist of a minimum of 9 and a maximum of 18 graduate credit hours.
- All students graduating from a certificate program should have at least 50% of coursework in common **or otherwise demonstrated coherent program of study.**

3. Rationale for proposed policy:

The current minimum 12 hours to complete a certificate program restricts some programs from offering certificates due to non-competitiveness with other universities making them not marketable.

4. Impact on existing academic or non – academic policies:

- 4.1 Impact on policies: Minimal impact is expected.
- 4.2 Impact on populations that may be affected: Minimal impact is expected.

5. Term of implementation: Spring 2025

6. Dates of committee approvals:

Graduate Council Policy Committee

10/3/2024 (4/0)

Graduate Council

10/10/2024 (20/0)

Faculty Senate
