OM 6.1.2 Definitions, Approval Process, and Policy for Graduate Certificates, Concentrations, and Specialty /Advising Tracks

Graduate Certificates
Clarkson enables students to complete course work toward a graduate advanced certificate. The awarding of the certificate is identified and approved by a vote of faculty. Certificates are a freestanding curricular entity and are credentials issued by the institution in recognition of the completion of a curriculum other than one leading to a degree. Certificates require a minimum of 9 credits of relevant coursework. A maximum of 3 credits may be waived based on relevant undergraduate coursework or transferred as graduate coursework. Completion of an approved certificate is indicated on a student’s transcript. Graduate certificates must be approved according to electronic flow guidelines in the University Operations Manual, Section 2.9, are subject to NYSED approval, and included in the Clarkson Catalog.

Graduate Concentrations
To add depth within a major field, Clarkson enables students to complete concentrations within the field. These concentrations enable students to have an area of specialization within their major field. The awarding of a concentration is identified and approved by a vote of the faculty. Graduate concentrations require a minimum of 12 credits of relevant coursework. A maximum of 3 credits may be waived based on relevant undergraduate coursework or transferred as graduate coursework. Completion of an approved concentration is indicated on a student’s transcript. Graduate concentrations must be approved according to electronic flow guidelines in the University Operations Manual, Section 2.9, are subject to NYSED approval, and included in the Clarkson Catalog.

Graduate Specialty and/or Advising Tracks
To add value to students’ specific interests, programs may offer students opportunity to participate in specialty and/or advising tracks. Since they are advisory only, they do not require approval outside the department/program.

Summary

<table>
<thead>
<tr>
<th>Approvals Process</th>
<th>Credit Hours</th>
<th>On Transcript</th>
<th>Official Statement of Requirements Located in Catalog / Handbook / Website</th>
<th>Included in University Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Senate / Administrative Council / President / NYSED</td>
<td>9 minimum of relevant coursework. A maximum of 3 credits may be waived based on relevant undergraduate coursework or transferred as graduate coursework</td>
<td>Yes</td>
<td>Yes / No / Yes</td>
<td>Yes</td>
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Graduate Advanced Certificates (credential issued in recognition of the completion of a curriculum other than one leading to a degree)
## Graduate Concentrations
(specialization within the major field of study)

| Faculty Senate/ Administrative Council/ President/NYSED subject to 30% substantive change rule | 12 minimum of relevant coursework. A maximum of 3 credits may be waived based on relevant undergraduate coursework or transferred as graduate coursework | Yes | Yes / No / Yes | Yes |

## Graduate Specialty / Advising Tracks

| Department / Program | 6 minimum | No | No / Yes / No | No |

### History

Approved May 2017