

Certificates - 2. General Policies Relevant to All Graduate Certificate Programs

As indicated above, certificates are conceptualized to be organized packages of courses that provide specialized instruction. To that end, certificates should entail a minimum of 9 credit hours. Certificates requiring more than 18 hours are only approved with justification. All certificate programs must have at least one course required of all students who earn the certificate. Because of the limited and focused nature of the certificate program, course substitutions are not allowed. Students must take the full number of units required for the certificate they are seeking. If there is overlap between two or more certificate programs in which a student is enrolled, the student must complete the total required hours by taking electives as approved by the certificate program.

For a certificate to be awarded, a student must have a GPA of 3.0 or better. Each certificate GPA will be computed separately from other degree program GPAs and from other certificates. Only grades of B- or better can be counted towards a certificate. Students who earn a grade below a B- may retake that course or another course (as approved by the certificate program director) from those available within the certificate program. However, grades for all courses that fall within the certificate program will be used in the calculation of the certificate GPA. Certificate program faculty may elect to dismiss a student for poor grades consistent with the policy for dismissal for poor grades in their department or graduate program. All courses used to meet certificate requirements must be taken at UCF. No courses taken any longer than 7 years before the semester of certificate conferral can be used to meet requirements of a certificate program. Grounds for graduate program-recommended probation or dismissal (e.g., plagiarism, unprofessional or unethical behavior) will be grounds for probation or dismissal from a certificate program. An exception to the two uses of a course is only allowed for three uses by Senior Scholars taking graduate courses towards their undergraduate degree program and using them towards one future graduate degree program and one graduate certificate.

Proposed Amendment

For a certificate to be awarded, a student must have a GPA of 3.0 or better. Each certificate GPA will be computed separately from other degree program GPAs and from other certificates. Only grades of ~~B-~~B or better can be counted towards a certificate. Students who earn a grade below a ~~B-~~B may retake that course or another course (as approved by the certificate program director) from those available within the certificate program. However, grades for all courses that fall within the certificate program will be used in the calculation of the certificate GPA. Certificate program faculty may elect to dismiss a

student for poor grades consistent with the policy for dismissal for poor grades in their department or graduate program. All courses used to meet certificate requirements must be taken at UCF. No courses taken any longer than 7 years before the semester of certificate conferral can be used to meet requirements of a certificate program. Grounds for graduate program-recommended probation or dismissal (e.g., plagiarism, unprofessional or unethical behavior) will be grounds for probation or dismissal from a certificate program. An exception to the two uses of a course is only allowed for three uses by Senior Scholars taking graduate courses towards their undergraduate degree program and using them towards one future graduate degree program and one graduate certificate [or students pursuing an accelerated master's](#).

Effective Term: Spring 2026

Rationale: 1. To align the Graduate Certificate policy with the Transfer Credit policy as it relates to internal transfer courses (courses completed at UCF prior to admission to a graduate certificate program) being used to satisfy graduate certificate requirements.

2. To allow students pursuing an accelerated master's to apply graduate coursework completed towards a bachelor's degree to also be applied to more than one graduate degree (i.e., master's, master's along-the-way, specialist, or doctoral degree program).