

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR



BAKERSFIELD

CHANNEL ISLANDS

CHICO

February 14, 2002

DOMINGUEZ HILLS

FRESNO

MEMORANDUM

FULLERTON

HAYWARD

TO: CSU Presidents

HUMBOLDT

FROM: Charles B. Reed
Charles B. Reed
Chancellor

LONG BEACH

SUBJECT: Certificates and Certificate Programs—Executive Order
No. 806

LOS ANGELES

MARITIME ACADEMY

Attached is a copy of Executive Order No. 806, related to certificates and certificate programs.

MONTEREY BAY

NORTHRIDGE

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

POMONA

SACRAMENTO

CBR/clm

SAN BERNARDINO

Attachment

SAN DIEGO

c: Vice Presidents for Academic Affairs
Extended Education Deans
Executive Staff, Office of the Chancellor

SAN FRANCISCO

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4700

Executive Order: 806
Effective Date: February 14, 2002
Supersedes: No Prior Executive Order
Title: Certificates and Certificate Programs

I. Authorization

- A. As authorized in the Standing Orders of the Board of Trustees, the Chancellor on behalf of the Board of Trustees may issue a certificate to a student who has completed the prescribed course of study (Standing Orders Chapter III, Section 3.b.).
- B. Title 5, California Code of Regulations, Section 40400 provides that the Board of Trustees, upon recommendation of the faculty of the campus, shall issue the appropriate diploma, certificate, or degree to a student who has completed the prescribed course of study.

II. Definitions

A certificate declares that a student has satisfactorily completed the curriculum of a certificate program. A certificate program provides a set of learning experiences concentrated in a specific set of educational goals. In most cases, certificate programs are provided through extended education. At the discretion of the university, academic credit earned in certificate programs may be awarded at the graduate and undergraduate levels. Certificate programs may grant Continuing Education Units (CEUs), or they may include non-credit offerings.

The following are examples of learning goals that may be achieved in certificate programs. This list is provided as illustration only and is not exhaustive.

- Increasing knowledge in a career area by updating a student's knowledge about the career, providing advancement opportunities, introducing students to new developments, or providing added information based on student needs and interests;

- Providing initial knowledge designed for entering a new career, or making a significant change in an existing career, such as moving from a nurse to a nurse practitioner;
- Providing knowledge for new and emerging career opportunities;
- Providing opportunities to explore the possibility of moving to different careers;
- Providing an organized set of knowledge within any discipline, based on student interests, such as in different areas of art, music, literature, mathematics or science; and
- Providing other programs based on identified or anticipated student needs and interests.

III. Establishing Certificate Programs

Campuses are encouraged to establish appropriate policies for planning and developing certificate programs. The campus policies should address the number of semester or quarter credits needed for a credit-bearing certificate program and should specify the requirements for non-credit certificates.



Charles B. Reed, Chancellor

Dated: February 14, 2002