**Attachment D**

Current catalog language for graduate certificates states: “As defined by the Arkansas Department of Higher Education, graduate certificate programs consist of 12 to 21 hours of required course work in a focused area of study.” However, current requirements in the Arkansas Division of Higher Education state:  “The required courses must be part of the graduate curriculum of a university with graduate degree programs as part of its role and scope and must be taught by faculty with graduate faculty status.” To comply with this requirement that the courses must be part of the graduate curriculum, we are proposing the following changes to this section of the Graduate Catalog of Studies:

Graduate Certificates (Non-degree)

As defined by the Arkansas ~~Department~~ Division of Higher Education, graduate certificate programs consist of 12 to 21 hours of required course work in a focused area of study. All courses offered for the certificate must be at the 5000 level or higher. The awarding of the certificate will be shown on the student’s transcript. Students must meet the admission requirements of the Graduate School and the certificate program. Students who enter a graduate certificate program may use up to six hours of course work taken at another accredited university to meet certificate requirements, with approval of the program faculty and the Graduate School. The Graduate School does not impose a limit on the number of hours that may be shared between graduate certificate programs, but a limit may be set by the program. Students who enter a graduate certificate program must complete all certificate requirements within six years of admission to the program. For students who have been admitted to both a graduate degree program and a graduate certificate program, courses taken to meet the requirements of one may also be used to meet the requirements of the other, at the discretion of the program and the student’s Advisory Committee. Graduate students fully admitted to a graduate certificate program are allowed to use 6 hours of credit to count for both an undergraduate degree and a graduate certificate. All requirements of this retroactive graduate credit policy will apply and a transcript notation will note that the courses may not be used to fulfill requirements for a graduate degree. S