
Graduate Certificate Programs

The Graduate Certificate Programs began in the Fall 1994 semester. Graduate certificates are available in Acquisitions Administration, General Administration, Health Services Administration, Hospitality and Tourism Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Long-Term Care Administration, Public Administration, Software Engineering Administration and Vehicle Design and Manufacturing Administration. Not all certificates are available at each center.

Note: CMU is currently not accepting students into Hospitality and Tourism Administration, Long-Term Care Administration, and Software Engineering Administration.

❖ Certificate Programs Eligibility

Four types of students are eligible to apply for these certificate programs.

- 1) A student who already has an MSA degree and would like to come back to CMU and earn a certificate in a different concentration other than the one used for her or his MSA degree.
- 2) A student who is pursuing an MSA degree with a specific concentration and would like to take courses towards a second concentration.
- 3) A student who already has a master's degree other than the MSA degree and would like to earn just a certificate from CMU.
- 4) A student who does not need a master's degree and wants only a certificate in a particular concentration. These students may complete the MSA degree later by meeting the remaining requirements for the degree. Courses used for the certificate may be applied towards the MSA degree, providing they meet the seven year rule.

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- 5) For students admitted after August 15, 1998, course work and all other requirements must be completed within four years prior to the awarding of a graduate certificate.

❖ **Admission Requirements**

The admission requirements for the certificate program are the same as those for the MSA degree program (see sample application form in the appendix). If a student has graduated with an MSA degree from CMU, all the student needs to do is fill out an application indicating which certificate program he or she is interested in completing. The student does not need to provide transcripts or another application fee.

Note: If the student is interested in the SEA certificate, transcripts must be provided so that the student's qualifications can be evaluated.

❖ **Academic Standards**

Students who are pursuing certificates will be required to meet the same academic standards as those who are pursuing the MSA degree. They will be governed by the same policies and procedures regarding probation, dematriculation and re-admission.

❖ **Certificate Requirements**

All certificate programs require 15 hours of course work except for Software Engineering and Vehicle Design and Manufacturing which requires 18 hours. **Required courses in the concentrations carry over to the certificate.** For example, Health Services Administration certificates must include HSC 520, HSC 570, HSC 571 and HSC 607 (00-01 *Bulletin* and later). Effective Spring 2008, HSC 507 replaces HSC 607.

❖ **Certificate Program Plans**

A separate program plan must be used for the certificate program. Starting January 1, 2007, new certificate program plans should be created on the online program plan system (<https://miscel1.cel.cmich.edu/advising/default.asp>). This secure

site is accessed with your Global ID and password. See the “Program Planning” section for more details.

If the student has an existing paper certificate program plan, a paper amendment can still be processed. Forms are found at www.cel.cmich.edu/faculty/procedures-forms/forms.html.

❖ **MSA 661**

MSA 661, Diversity and Multiculturalism in the Workplace, is a core course (added as of the 04-05 *Bulletin*). If not used on a degree program to fulfill core requirements, MSA 661 may be used on the following graduate certificates as a valid certificate course: General Administration, Human Resources Administration, International Administration, and Leadership.

❖ **Using Transfer Credit**

Up to **six** credits may be transferred in, providing the student meets the usual requirements for transfer credit. Except for the General Administration concentration, courses must come in on a course comparable basis. There are no electives on any certificate except the one in General Administration. Courses used on previous graduate degrees or certificates may not be counted towards the certificate.

❖ **“Business” Course Credit Limits**

Students may take no more than **12** credits of business courses. Since the maximum number of business credits on the MSA degree is 15 and MSA 630 or MSA 634, or MSA 635 (a required course on the MSA degree) is considered to be a business course, students will be restricted to 12 credits on the certificate in case they later decide to use those certificate courses toward the MSA degree.

❖ **Using Prior Learning**

Prior learning **may not** be used to meet the requirements of any of the certificate programs.

❖ Double Counting Courses

Even though students may use up to six credits from one master's degree towards a second master's degree (providing the courses are appropriate to the second degree program), **students will not be allowed to use the same course for two different concentrations.** This is because the number of credits for the certificate is so much less than those required for the degree. Therefore, it is important that advisors ask if the student has completed or is working on an MSA degree and, if so, in which concentration. To assist advisors, on paper certificate program plans, a line has been added to the graduate certificate program plan asking if students have or are currently pursuing an MSA degree. With an online certificate program plan, please add a comment such as "The student is also pursuing the MSA/HRA degree."

Students cannot use courses that they used in obtaining a degree on a graduate certificate. This is true whether we are talking about the MSA degree or the MA degree in Education or a degree not offered by CMU. The rationale is that a student who is pursuing two degrees is limited to double counting a maximum of six credits. Since a graduate certificate is only half the number of credits as those required for a degree, a student should not be allowed to double count any credits between a degree and a graduate certificate. Courses that are considered as duplicate content courses (e.g., MGT 646 and ECO 515) cannot be used on both a concentration and a certificate. For example, a student using MGT 646, Labor Relations Issues, on a General Administration concentration cannot subsequently use ECO 515, Collective Bargaining and Labor Law, on a Human Resources Administration certificate.

The only exception to this policy would be if a student were earning an MSA degree and a graduate certificate in the same concentration. In that case, the student may use all of the courses on the graduate certificate towards the MSA degree. (*Note:* The student will not be awarded a graduate certificate and a MSA degree in the same concentration unless the student receives the certificate before receiving the MSA degree.)

❖ **Graduate Certificate Concentration Selection**

Not all graduate certificates are offered at all centers. Students must graduate from a center that offers the particular certificate that the student will be awarded. In addition, the student must take at least one course in that certificate program from that center.

❖ **Duplication of Courses**

Regardless of which bulletin students are using or which concentration the student is following, students should not duplicate the following courses. ECO 515 and MGT 646, PSY 536 and MGT 647, and PSY 535 and MSA 620, In each case, the two courses are virtually the same. Using one course on a concentration and then using the duplicate content course on a subsequent certificate (or vice versa) will not be permitted. For example, a student using MGT 646, Labor Relations Issues, on a General Administration concentration cannot subsequently use ECO 515, Collective Bargaining and Labor Law, on a Human Resources Administration certificate.

❖ **Certificate Award Application**

The student will apply for a certificate award the same way he or she would apply for graduation (see sample form in the appendix).

❖ **Graduation Ceremony**

Certificates may be awarded at center graduation recognition ceremonies as well as at the campus graduation ceremony.

❖ **Transcripting the Certificate**

The student's transcript will show which graduate certificate was awarded and when. The courses taken by the student will also be transcripted.

❖ **Type of Certificate Awarded**

A certificate, suitable for framing and signed by the President of Central Michigan University and a Board of Trustees member,

will be presented to the student. The certificate will indicate the student has earned 15 (or 18) graduate credits in a particular concentration.