

**POLICY MEMORANDUM NO. 230**

**TO:** All Instructional Faculty, Deans  
and Department Heads

**FROM:** Charles W. Steger

**DATE:** June 7, 2004

**SUBJECT:** Awarding of a Graduate Certificate

Approved by Commission on Graduate Studies and Policies: October 15, 2003  
First Reading at University Council: November 17, 2003  
Approved by University Council: December 1, 2003  
Approved by the President: December 1, 2003  
Approved by the Board of Visitors: March 29, 2004  
Effective: Spring 2004

WHEREAS, Virginia Tech has recognized the increased importance of credentials, the need to update professional skills, and the nature of disciplinary knowledge development; and

WHEREAS, there is a need to offer advanced educational programs that do not necessarily result in formal graduate degrees; and

WHEREAS, the Commission on Graduate Studies and Policies (CGS&P) has approved guidelines for the creation of University-sanctioned graduate certificate programs (certificates of achievement); and

WHEREAS, graduate certificates should convey that students have developed a mastery of the course material; and

WHEREAS, the university desires to recognize students who have met the requirements for graduate certificates;

THEREFORE, BE IT RESOLVED that effective spring 2004 upon completion of all requirements for approved graduate certificates, the name of the graduate certificate will be posted on the university transcript and a certificate will be awarded in recognition of completion of graduate certificate requirements. The Graduate Certificates will carry the following statement:

The Board of Visitors of the Virginia Polytechnic Institute  
and State University,  
in recognition of the fulfillment of the requirements  
for a graduate certificate, has awarded to  
(Name of student)  
the certificate of achievement in  
(Name of graduate certificate)  
with all the rights, and privileges and honors pertaining thereto.

In testimony whereof, the undersigned, by authority vested in  
them, have hereunto affixed their signatures and the seal  
of the university at Blacksburg, Virginia  
This xx day of xxx, two thousand and xxxx.

The certificates will carry the facsimile signatures of the President of the  
University, the Rector of the Board of Visitors, and the Dean of the Graduate  
School. Graduate certificates are to be awarded without regard to the time  
required to meet requirements for a graduate degree.

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Be it further resolved that proposals to offer graduate certificates should include  
the following:

1. Rationale and need for graduate certificate. Target population to be served.
2. Identification of admission requirements. Graduate certificate programs must have admission standards that are similar to related graduate degree programs.
3. Identification of course requirements. Graduate certificate programs must use approved graduate coursework (at least two-thirds must be graded). Graduate certificates requirements must include a minimum of 9 Virginia Tech graduate course hours.
4. Identification of members of the faculty associated with the graduate certificate program.