In addition to undergraduate and graduate degree programs, Ramapo College offers certificates for credit-bearing and/or non-credit bearing experiences. These certificate programs must be recommended for approval by the appropriate entities of the College and the State.

CERTIFICATE PROGRAMS PROCEDURE

Certificates may be credit-bearing packages of existing credit-bearing courses (i.e., “Academic Certificates” or), non-credit-bearing packages of non-credit-bearing learning experiences (i.e., “Professional Certificates of Achievement”), or packages combining credit-bearing courses and non-credit-bearing learning experiences.

Types of Certificates

Academic Certificates

Academic Certificates are organized, coherent programs of study usually comprised of existing credit-bearing courses.
● In addition to credit-bearing courses, Academic Certificates also may include non-credit learning experiences such as seminars, workshops, and modules.
● Academic certificates may be offered at the following levels in compliance with federal and other regulations:
  ○ postsecondary (i.e., below the baccalaureate level) certificate
  ○ post-baccalaureate certificate, which must require at least 9 credits beyond the Bachelor’s level
  ○ post-Master’s certificate, which must require at least 12 credits beyond the Master’s level

All proposals for new Academic Certificate programs must complete the following steps:

1. Obtain approval of the concept and proposal from the Provost (or designee).
2. Submit a full ARC program proposal. Academic Certificates must follow the ARC Guidelines for New Program Proposals.

For Academic Certificates containing any credit-bearing experiences, approvals must be received from the following units or entities in this order:

1. Convening Group (if the content pertains to a Convening Group)
2. Unit Council(s) (if the content pertains to a particular School(s))
3. Dean(s) (if the content pertains to a particular School(s))
4. Graduate Council (if a post-baccalaureate or post-Master’s certificate)
5. ARC
6. Faculty Assembly
7. Provost
8. Board of Trustees

The Academic Certificate must also be submitted to the Academic Issues Committee of the New Jersey Presidents’ Council as an information item only (i.e., no approval is required).

Certificate Program Directors work with the Office of the Registrar to determine how academic certificates are noted on transcripts. Academic Certificates are not considered graduation requirements and are removed from the degree audit.

Professional Certificates of Achievement (Non-Credit Certificates)

Professional Certificates of Achievement (non-credit certificates) are organized, coherent programs of study comprised entirely of not-for-credit learning experiences, such as seminars, workshops, and modules.

● Professional Certificates of Achievement are not differentiated by level.
● None of the learning experiences include academic credit.
● Professional Certificates of Achievement may be developed by Ramapo College or by third-party vendors.
Certificate Program Proposals

All proposals for new Professional Certificate programs must obtain approval of the concept and proposal from the Provost (or designee).

- Non-credit-bearing Professional Certificate of Achievement programs provided by third-party vendors do not require approval beyond the Provost, this point. The Provost will notify the Board of Trustees of these certificate programs.
- Proposals for Professional Certificates of Achievement developed by Ramapo College must be submitted as an informational item (as appropriate) to the relevant Dean, Convening Group, and Unit Council associated with the certificate's discipline for feedback. Once reviewed the proposal's sponsor and/or the Dean will present the proposal and feedback to the Provost.
- Professional Certificates require the approval of the Provost.
- These certificates are then Professional Certificates of Achievement (non-credit certificates) developed by Ramapo College must be submitted by the Provost to the Board of Trustees for final approval.
- Professional Certificates must also be submitted to the Academic Issues Committee of the New Jersey Presidents’ Council as an information item only (i.e., no approval is required).

The Office of the Registrar is not involved in administering/issuing Professional Certificates, which are non-credit-bearing and are not noted on transcripts.

1. Submit a full ARC program proposal. Academic Certificates must follow the ARC Guidelines for New Program Proposals.

For Academic Certificates containing any credit-bearing experiences, approvals must be received from the following units or entities in this order:

1. Convening Group (if the content pertains to a Convening Group)
2. Unit Council(s) (if the content pertains to a particular School(s))
3. Dean(s) (if the content pertains to a particular School(s))
4. Graduate Council (if a post-baccalaureate or post-Master's certificate)
5. ARC
6. Faculty Assembly
7. Provost
8. Board of Trustees

The Academic Certificate must also be submitted to the Academic Issues Committee of the New Jersey Presidents’ Council as an information item only (i.e., no approval is required).

Ramapo-initiated Professional Certificates of Achievement (non-credit certificates) must be submitted for review, feedback, or approval (as appropriate) to the following units or entities in this order:

1. Dean associated with the Certificate of Achievement’s discipline (information item; if the content pertains to a Convening Group)
2. Convening Group associated with the certificate’s discipline (information item; if the content pertains to a Convening Group)
3. Unit Council associated with the certificate’s discipline (information item; if the content pertains to a Convening Group)
4. ARC (information item)
5. Provost (for approval)
6. Board of Trustees (for approval)
7. Academic Issues Committee of the New Jersey Presidents’ Council (information item)
   ● Certificate Program Directors work with the Office of the Registrar to determine how academic certificates are noted on transcripts. Academic Certificates are not considered graduation requirements and are removed from the degree audit. The Office of the Registrar is not involved in administering/issuing Professional Certificates of Achievement, which are non-credit-bearing and are not noted on transcripts.