

# Graduate Certificate Policies

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The goal of Graduate Certificate programs at NDSU is to provide course experiences that form a distinct knowledge or skill set identified as a named certificate.

## Admission

Students who are currently in a degree program who wish to pursue a certificate program must complete the Add a Certificate to a Degree (<https://powerforms.docusign.net/f3f9def4-ea91-4164-9e08-2e549196549f/?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) form available on the Graduate School webpage.

Applicants not currently in a degree program must:

1. Have a baccalaureate degree from an educational institution of recognized standing.
2. Provide official transcripts from each college or university in which they have been enrolled or are currently enrolled (including both undergraduate and graduate course work).
3. Be approved for admission by the program administrator hosting the graduate certificate program and by the Dean of the College of Graduate and Interdisciplinary Studies.
4. Provide a TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score equivalent to that needed for the degree programs in the unit. This is required of ALL applicants whose native language is not English.

\*NOTE: Admission into a Graduate Certificate program does not guarantee admission into a graduate degree program nor imply the waiver of any requirements for admission into a graduate degree program. A separate application is required for admission to another degree granting program.

## Completion

1. Only grades of C or higher will satisfy requirements for course completion. Cumulative GPA on all credits taken at NDSU must be 3.0 or better.
2. Candidates apply for certificate issuance using a form provided by the Graduate College.
3. Courses used to satisfy the Graduate Certificate program requirements cannot be older than seven (7) years at the time the certificate completion is verified.
4. Transcripts will list Graduate Certificate as the name of the completed certificate program.
5. Credits earned toward completion of a certificate also may be used toward the completion of a master's degree.