

VI.09 DEGREES AND CERTIFICATES

Requirements for degrees and candidacy for graduation are located in the University Catalog. See Degrees and Programs (<https://catalog.linfield.edu/academic-policies-procedures/undergraduate/credit-for-work-not-completed-at-linfield/>)

VI.9.1 Credit Bearing Certificate Programs

Certificates offered through Linfield Online and Continuing Education are designed to assist students develop expertise and skills to broaden their knowledge in a specialized area. The university grants a certificate to validate the students' successful completion of a certificate program.

Policies Regarding Certificates

- Certificate programs are composed of courses developed by faculty and approved by the appropriate departments, relevant Curriculum Committee(s), the relevant school(s) and/or college, and the Faculty Senate, as appropriate.
- Certificate programs, including the requirements, are subject to approval by the Online and Continuing Education Program Developer, appropriate department(s), relevant Curriculum Committee(s), the relevant school(s) and/or college, and the Faculty Senate, as appropriate.
- Each non-master-level certificate program consists of a minimum of 16 credits. Certificates must be at least 16 credits in order for students enrolled in them to be eligible for federal financial aid. Furthermore, it is strongly recommended that certificates be structured with student financial aid needs in mind. Students must be enrolled in a minimum of 6 credits required by their program in order to be eligible for federal financial aid.
- No more than 25 percent of the total credits required for a certificate, excluding prerequisites, can be earned through course work transferred from other institutions or can be earned through credit for prior learning. Students enrolled in the Post-Baccalaureate Accounting Certificate Program are not eligible to be awarded credit for prior learning.
- Linfield faculty members and adjunct faculty teach the OCE courses.
- Teaching will be evaluated according to university policies to ensure that the courses meet the expectations and needs of students, faculty, and the goals of Linfield University.
- Students are evaluated on the same criteria that are used in evaluating the course work of degree students.
- The Office of Admission will control admission to the certificate programs.
- On campus students enrolled in a degree program at the university are not eligible to participate.