

# **OAKLANDUNIVERSITY**

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## **GRADUATE COUNCIL**

18 December, 2012

**TO:** Susan Awbrey  
Interim Senior Vice President for Academic Affairs and Provost

**FROM:** Darlene Schott-Baer  
Interim Vice Provost for Graduate Education

**RE: Post-Masters Certificate in Court Administration in College of Arts and Sciences**

The members of Graduate Council approved the proposed Post-Masters Certificate Program in Court Administration in the College of Arts and Sciences. The rationale for creating this program is past experience with post-masters certificates in each of the other four concentrations offered through the Master of Public Administration degree program. Student interest has already been expressed in this Post-Masters Court Administration program immediately after their initial announcement of the Court Administration Concentration. The program requires the student to successfully complete 16-credits including PA 640 Advanced Court Administration and three other courses from a selection listed in the proposal. Applicants must hold either an MPH or MBA to be considered for admission. The post-masters certificate in court administration is complimentary to the MPH or MBA required for admission. No new courses are required for this program. Most of the courses are taught by part-time faculty who are experienced practitioners in the field of court administration.

These changes are Senate information items.

CC: Michelle Piskulich, Associate Provost

Fall 2013-RequestedAdmission term; Major Code 2564; Program Code GC2564; Graduate Catalog 2013-14

## **Approved Graduate Certificate Programs**

### Definition

**Approved Graduate Certificate** programs are planned programs limited to departments and schools authorized to offer graduate degrees. An *Approved Graduate Certificate* must be associated with a graduate degree program where, the certificate courses are comprised primarily from courses already present in the degree curriculum. Generally, the courses required in the Graduate Certificate program may be eligible to apply to the related degree program. The Graduate Certificate program should not be confused with State certification or endorsement programs.

### Higher Learning Commission Approval

Graduate Certificate programs requiring approval from the Higher Learning Commission have the following characteristics:

- the courses are credit-bearing;
- the courses may be at any degree level or at the pre-associate's level;
- the courses are not a subset of courses extracted from existing degree programs with 50% or more being courses developed for the Certificate program; and
- the Certificate program is Title IV eligible

### Approval and Review

Approved Graduate Certificate proposals are reviewed and evaluated by the same process by which the Graduate Council uses for new degree programs. Please refer to the form *Proposal for a New Graduate Certificate Program* to guide you through the preparation process.

### Curriculum

An *Approved Graduate Certificate* shall require no less than 15 graduate credit hours selected from those courses applicable to the graduate degree with which it is associated.

A maximum of four (4) graduate credit hours from an accredited institution may be applied to an *Approved Graduate Certificate*. In no case may ungraded transfer credits, or transfer credits used to meet other degree requirements, be applied to an *Approved Graduate Certificate*. Requirements for transfer credit include:

- Course must have been taken for graduate credit
- Course must be applicable toward a graduate degree
- Course must reflect a grade of B (3.0) or higher
- The department and Graduate Study must approve the transfer credit

A limit of four (4) ungraded Oakland University graduate credits (S/U, P/F, etc.) may be applied to an *Approved Graduate Certificate*.

### Post-Master Graduate Certificates

*Approved Graduate Certificates* at the post-master level require entering students to have earned a master degree. Course credits used in meeting the requirements of the master degree may not be counted again in meeting the requirements for an *Approved Graduate Certificate* at the post-master level.

## Policies

All other policies and procedures pertaining to graduate degree programs, such as credit age, grading, student appeal processes, course repeats, etc., shall apply to *Approved Graduate Certificate* programs. Please refer to the Graduate Catalog for all policies.

## Admission Process

Students interested in a Graduate Certificate program must have completed a U.S. baccalaureate or equivalent from an accredited institution and meet the admission policy as described in the Graduate Catalog for degree seeking admit status.

Students interested in a Post Master Graduate Certificate program must have completed a U.S. master's degree or equivalent from an accredited institution and meet the admission policy as described in the Graduate Catalog for degree seeking admit status.

Upon receipt of all required application materials, Graduate Admissions will forward the applicant file to the appropriate academic department for review by faculty and/or staff. The academic department makes a recommendation to Graduate Admissions where a final decision on the application for admission is made. Applicants are notified of the decision by letter.

Completion of a Graduate Certificate or Post Master Graduate Certificate program does not guarantee admission into a graduate degree program.

Students who have been placed on academic probation are not eligible to enroll in a Graduate Certificate program.

## Graduate Assistantships and Financial Aid

Students enrolled in Graduate Certificate or Post Master Graduate Certificate programs are not eligible for graduate assistantships, fellowships or scholarships offered through Graduate Study and Lifelong Learning.

Students admitted to an approved Graduate Certificate or Post Master Graduate Certificate program *may* be eligible for federal financial aid. Students are urged to contact the Oakland University Student Financial Aid office to determine graduate programs and student admission categories eligible for financial aid.

## Transcripts

The name of the *Approved Graduate Certificate* program earned and the academic history of the student will be recorded on a permanent transcript retained at Oakland University.

## Graduate Certificate Completion

Students who intend to complete their requirements for an *Approved Graduate Certificate Program* at the end of a semester must apply online for graduation during the posted application period for the intended term. A copy of the applicant's academic record will be forwarded to the appropriate department or school for program audit and be returned to Graduate Study and Lifelong Learning for final audit and approval. Graduate policy requires that a student must have a minimum cumulative GPA of 3.0 in the cluster of courses required for the certificate. Upon final review and approval, Graduate Study will submit a list of students approved for Graduate Certificates to the Academic Records Office to have the earned certificate posted to the graduate transcript. *Approved Graduate Certificates* will not be awarded at university commencement ceremonies, but will be distributed through the Academic Records Office on dates to be announced.

**Create New Graduate Certificate Program**

**Approved Graduate Certificate** programs are planned programs limited to departments and schools authorized to offer graduate degrees. An **Approved Graduate Certificate** must be associated with a graduate degree program where, the certificate courses are comprised primarily from courses already present in the degree curriculum. Generally, the courses required in the Graduate Certificate program may be eligible to apply to the related degree program. The Graduate Certificate program should not be confused with State certification or endorsement programs.

The Graduate Council approves of all new graduate certificate and degree program proposals. These proposals and other actions pertaining to policies and procedures governing graduate education must be approved by the appropriate academic department and the College or School BEFORE Graduate Council can submit a formal recommendation to the Provost for Senate and, as applicable, Board approval.

Please complete this brief proposal and submit an electronic copy to Evonne at [mitchel3@oakland.edu](mailto:mitchel3@oakland.edu)

- graduate certificate program                       post masters graduate certificate program

Effective Term/Year Fall Semester 2012	
Proposed Title of Graduate Certificate program  Post Master's Court Administration Certificate	
Associated Graduate Degree program  Master of Public Administration	
Department Political Science	College/School College of Arts and Sciences
The delivery method for the Graduate Certificate program is  <input type="checkbox"/> fully online <input checked="" type="checkbox"/> partially online	

**I certify that the above proposal has been reviewed and approved by the appropriate Department and College/School committees:**

_____	_____	<b>Diane M. Hartmus</b> _____
Dept Chair or Director (signature)	Date	Dept Chair or Director (print)
_____	_____	_____
Dean of College/School (signature)	Date	Dean of College/School (print)
_____	_____	
DECISION OF GRADUATE COUNCIL	Date	

- 1) **Please provide the rationale for creating the proposed Graduate Certificate program. Use appropriate national, state, local, professional and disciplinary resources.**

The foundation for creating this program is past experience with Post Master's Certificates in each of the other 4 concentrations offered through the Master of Public Administration degree program. Student interest has already been expressed in this Post Master's Court Administration Certificate program immediately after the initial announcement of the Court Administration Concentration.

- 2) **Describe the certificate requirements.**

The student is required to complete a minimum of 16 credits in the courses listed below. Students who have completed any of these courses for their master's program or another certificate program will be required to take additional courses to complete the 16 credits required for this certificate.

- 3) **Provide a curriculum sample for a full-time student.**

Please see course list below.

- 4) **List the courses, including any new courses.**

There are no new courses for this certificate.

### **Court Administration**

#### ***Core for concentration (4 credits)***

<b>Course</b>	<b>Title</b>	<b>Credits</b>
PA 540	Introduction to Court Administration	4

#### ***Electives (additional 8 credits)***

PA 503	Intergovernmental Relations	4
PA 541	Law and Public Policy	4
PA 542	Law and Administration: Local Perspectives	2
PA 543	Law and Administration: State Perspectives	2
PA 548	Administrative Ethics	2
PA 603	Contemporary Public Management Techniques	4
PA 610	Strategic Planning	4
PA 634	Risk Management	2
PA 638	Public Sector Employee Relations	2 or 4
PA 640	Issues in Court Administration	4
PA 644	Current Issues in Public Sector Human Resources Management	2 or 4
PA 692	Special Topics in Public Administration	2 or 4
PA 693	Special Topics in Public Policy	2 or 4

- 5) List any undergraduate preparatory coursework an applicant must complete in order to be eligible for admission into the graduate program (undergraduate preparatory coursework can NOT be considered part of the graduate program requirements.**

Not applicable to Post Master's Certificate program.

Course	Title	Credits	Prerequisite

- 6) What are the admission requirements?**

Applicants to the Post-Master's Certificate program must hold an M.P.A. or an M.B.A. degree to be considered for admission. If the degree is not from a NASPAA accredited program, the MPA director, in consultation with the MPA faculty group, will determine whether a specific degree program provides adequate background training.

- 7) Describe the student population to be served.**

The Post-Master's Court Administration Certificate is designed for students who have already earned an M.P.A. or an M. B. A. and are seeking additional education and training in the specialized area of court administration.

- 8) How does this certificate program complement the campus or departmental mission?**

The Post Master's Certificate program compliments the Master of Public Administration program mission by providing additional training for recent MPA graduates seeking further training in a more specialized area of public administration.

- 9) Describe any relationship to existing programs on the campus or within the university.**

The Post Master's Certificate will allow students to continue their education in public administration and specialize in the area of court administration.

- 10) List and indicate the resources required to implement the proposed program. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.).**

No new resources are required for implementing this program.

- 11) Describe any innovative features of the program (e.g., involvement with local or regional agencies, or offices, cooperative efforts with other institutions, etc.).**

Many of these courses are taught by part-time faculty who are esteemed practitioners in the field of court administration.