

## IUB School of Education Certificate Policies

### General Requirements for Certificate Programs

A graduate certificate program ~~requires a minimum of 9~~ ~~ranges from 12 to 21~~ credit hours. As there is no “general” certificate program in education, requirements vary between programs. Students must go through the standard process for admission for a certificate and be admitted before the semester starts. Certificates that share coursework with higher degrees must be awarded before or at the same time as the higher degree.

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### Transfer Courses

Up to 6 credit hours of graduate coursework completed at other universities may be transferred into certificate programs ~~that requires at least 12 hours, and a maximum of 4 hours may be transferred in for 9-hour certificate programs.~~ -All coursework transferred must be from an accredited college or university. No transfer credit will be given for a course with a grade lower than B. Courses graded P (Pass) may not ordinarily be transferred into education graduate programs. Courses graded S (Satisfactory) may be transferred only if a letter is received from the course instructor stating that the student's performance in the course was at or above a grade of B.

All transferred courses must be relevant to the student's Plan of Studies. They must be approved by a program advisor and by the Associate Dean for Graduate Studies. An official transcript showing the courses to be transferred and the grades awarded for them is required for coursework to be transferred. A course description or syllabus may be required in order to judge the appropriateness of coursework to be transferred.

~~Certificate students must complete a minimum of 6–15 credit hours of coursework at Indiana University. Beyond this, graduate coursework may be transferred from other universities.~~ At least half of the hours must be taken on the campus awarding the certificate.

<https://bulletins.iu.edu/iu/educ-grad/current/policies/cert-policies.shtml>