
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP 02.04.16

AREA: Academic Courses, Programs & Curriculum

Reverse Credit Transfer from Doctoral to Certificate Programs

I. POLICY

- A. In recognition of the diverse academic pathways available to our students and the need to enhance flexibility in educational pursuits, the College of Graduate Studies at Lamar University hereby establishes a policy allowing for the reverse transfer of doctoral-level credits to graduate certificate programs. This process permits students to apply completed doctoral coursework toward the requirements of a graduate certificate. In such cases, students must complete the entire doctoral program before receiving the graduate certificate. The purpose of this policy is to provide students with the opportunity to maximize their educational achievements and credentials while maintaining academic rigor and quality assurance.

II. PURPOSE AND SCOPE

- A. To enhance the academic experience for students and optimize the efficiency of faculty workloads within programs offering both graduate certificates and doctoral degrees, we hereby establish a policy allowing for the reverse transfer of doctoral-level credits to graduate certificate programs. This process permits students to apply completed doctoral coursework toward the requirements of a graduate certificate. In such cases, students must complete the entire doctoral program before receiving the graduate certificate. The purpose of this policy is to provide students with the opportunity to maximize their educational achievements and credentials while maintaining academic rigor and quality assurance.
- B. The policy applies to all LU programs offering both graduate certificates and doctoral degrees. The policy should not be used to supersede any accreditation, state, or federal policies that may apply to specific programs, ensuring full compliance with external regulations and standards that are pertinent to each individual program's requirements and expectations.

III. DEFINITIONS

- A. **Graduate Certificate.** A graduate certificate is a short-term, specialized program of study typically offered by a higher education institution. It is designed for individuals who have already completed either a bachelor's or master's degree and wish to gain advanced knowledge and skills in a specific field or discipline without the extensive time commitment of a full graduate degree program. Graduate certificates often consist of a focused curriculum, and upon successful

completion, they provide participants with a formal recognition or certificate signifying their expertise in the chosen area. These programs are a valuable option for professionals seeking to enhance their qualifications or individuals looking to explore a new academic or career interest.

IV. POLICY ROLES AND RESPONSIBILITIES

A. The following individuals hold a role in the implementation of procedures related to this policy.

- **Program Faculty:** Faculty members within the component program must work collaboratively with their department chair and/or program director to assist in the determination of which LU doctoral courses can be applied as credit towards the LU certificate, providing a clear rationale for such substitutions.
- **Program Director/Department Chair:** The department chair and/or program director hold the definitive authority at the program and department levels in the collaborative process with faculty members within the component program. They make the ultimate decisions regarding which LU doctoral courses are eligible for credit towards the LU certificate, ensuring a clear rationale is provided for such credits. It is important to note that these selections are subject to further vetting and approval at the academic dean and graduate dean levels.
- **Academic Dean:** The academic dean plays a critical oversight role in the evaluation and approval process for credit transfer within the component program. While faculty members and department chairs/program directors collaborate to determine which LU doctoral courses can be applied as credit towards the LU certificate, the academic dean provides an essential layer of review and decision-making at the broader program level. They ensure that the choices made align with the academic standards and objectives of the institution. The academic dean, therefore, safeguards the academic quality and integrity of LU credit transfer decisions, which, after being approved at this level, are then forwarded for further consideration by the graduate dean.
- **Graduate Dean:** As the final authority in the credit transfer approval process within the component program, the graduate dean assumes a pivotal role. While faculty members, department chairs/program directors, and the academic dean collaborate to determine which LU doctoral courses can be applied as credit towards the LU certificate, the graduate dean holds the ultimate responsibility for final approval. They ensure that the selections made align not only with the program's standards but also with the broader institutional policies and academic excellence. The graduate dean's role is paramount in guaranteeing the quality and integrity of LU credit transfer decisions, ultimately solidifying the final acceptance of these decisions and their implementation within the program.

V. PROCEDURES

- A. **Initial Evaluation by Faculty and Program Leadership:** Faculty members and department chairs/program directors collaborate to assess the suitability of LU doctoral coursework for credit transfer towards the LU certificate and provide a clear rationale for credit transfer decisions.
- B. **Recommendation and Review:** Faculty members, in consultation with department chairs/program directors, present their recommendations to the academic dean for review. The

academic dean ensures that the selections align with academic standards and the program's objectives. Any concerns or questions are addressed at this level.

- C. **Academic Dean's Decision:** The academic dean makes the final decision regarding the approval of credit transfer. If approved, they document the decision and provide any necessary feedback.
- D. **Submission to the Graduate Dean:** Approved credit transfer recommendations are forwarded to the graduate dean for the final level of review.
- E. **Final Review by Graduate Dean:** The graduate dean, as the ultimate authority in the credit transfer process, thoroughly reviews the recommendations. They ensure that the selections align with the institution's policies, standards, and academic integrity.
- F. **Final Approval and Implementation:** If the graduate dean approves the credit transfer, the decision is documented and finalized. The approved coursework is then officially recognized and implemented within the program for the doctoral candidates.
- G. **Notification to Relevant Parties:** All relevant parties, including the faculty, department chairs/program directors, academic dean, registrar, and offices of accreditation and assessment are informed of the final decision regarding credit transfer.
- H. **Documentation and Record-Keeping:** Detailed records of credit transfer decisions, including the rationale for substitutions, are maintained by the department, academic dean, and graduate dean for future reference and to ensure transparency.
- I. **Communication to Students:** Doctoral candidates are informed of the approved credit transfer opportunities, along with any specific requirements or procedures they need to follow by their component department's leadership (program director and/or department chair).
- J. **Periodic Review:** The academic dean and graduate dean periodically review the effectiveness and adherence to the credit transfer policy to ensure its continued alignment with academic standards and institutional objectives.

VI. REVIEW SCHEDULE AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

VII. APPROVAL

Dr. Brett C. Welch	06/17/2024
Provost and Vice President for Academic Affairs (Acting)	Date

Dr. Jaime R. Taylor	06/17/2024
Lamar University President	Date

POLICY LOG

Version	Date	Description of Changes
1	04/05/2024	Policy draft completed.
	04/15/24 – 05/08/24	Reviews by constituency groups completed.
	05/13/24 – 06/13/24	Review by campus community completed.
	06/17/2024	Policy approved by President.