

# GENERAL REQUIREMENTS AND REGULATIONS FOR GRADUATE CERTIFICATES

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No absolute time period exists within which a post-baccalaureate or post-master's certificate must be completed, but semester credit hours older than six years cannot apply toward any graduate certificate. Under extraordinary circumstances, semester credit hours older than six years may be reinstated with the permission of the Dean of the Graduate School upon request and recommendation of a student's advisor, chair of the department, and dean of the college.

Students must maintain a minimum grade point average of 3.0 in all certificate coursework. No more than three semester hours of "C" will count towards a certificate. A maximum of three semester hours of failed coursework may be repeated. Specific programs may set stricter grade requirements.

A maximum of three semester hours may be applied to a post-baccalaureate or post-master's certificate from a prior degree. Coursework taken as part of a certificate program may be counted toward a graduate degree at TWU with the approval of the degree-granting department or division.

The program will be responsible for certifying the successful completion of its academic requirements by submitting the Completion of Graduate Certificate Form (<https://twu.edu/gradschool/forms/>) to the Graduate School for approval.