



Kutztown University Policy ACA-097

Certificates and Stackable Certificates

A. Purpose

The purpose of this policy is to provide clear guidelines on the award of post-baccalaureate certificates and the conditions under which these certificates may count towards a master's degree at Kutztown University.

B. Scope

This policy applies to all students pursuing a post-baccalaureate certificate.

C. Key words and phrases:

A post-baccalaureate certificate, also known as a graduate certificate, is an academic credential that individuals can earn after they have completed a bachelor's degree. These certificate programs are designed to offer specialized knowledge and skills in a specific subject or discipline that goes beyond what was covered in the undergraduate program. The curriculum typically consists of a series of courses that are more narrowly focused than a full graduate degree program, such as a master's degree.

D. Policy & Procedure(s)

1. Guidelines for obtaining a post-baccalaureate certificate at Kutztown University
 - Students must successfully complete a minimum of nine credit hours of graduate-level work in a specified subject area. This includes a core requirement of nine credit hours chosen from a predetermined list provided by the graduate program.
 - In addition to the core requirements, certain certificate programs may allow students to select non-core courses from an approved list of options to further supplement their learning.
 - Of the total credits, at least nine must be earned at the graduate level.
 - Fifty percent (50%) of the credits contributing to a certificate must be completed at Kutztown University.
 - To qualify for the award of a graduate certificate, a student must be in good academic standing as defined by ACA-085 as well as meet any additional certificate program requirements.
 - All requirements for obtaining the certificate must be satisfied within a ten-year period.
2. Transfer of credits toward a master's degree at Kutztown University

- Certificate courses may not count towards a master's degree if they are being utilized for any other post-baccalaureate certificate or master's degree; exceptions may be granted with prior approval. Courses in a stackable certificate that leads to a master's degree may count toward that master's degree.
- The certificate courses must satisfy the existing requirements in the master's degree program.
- Course learning outcomes must be consistent across all sections, whether they are offered for a certificate program or a master's program.
- Certificate course credits can only be transferred if the master's degree has not yet been conferred.

3. Stacking certificates

- The stacking of multiple certificates towards a master's degree is permissible under conditions described in individual programs. Additional certificates may contribute towards the master's degree, but this must be sanctioned by the Graduate Council and approved by the University Curriculum Committee.

Interested students are encouraged to review the Kutztown University catalog for more details on the credit requirements for a master's degree. They should also consult with their prospective master's program department to understand the program's curriculum requirements and the timeline for admissions.

Note that completed graduate certificates are recorded on the student's transcript. However, matriculated and non-matriculated students may also pursue approved non-credit, extended learning certificates that are not recorded on the KU transcript. These non-credit, extended learning certificates are distinct from graduate certificates.

E. Effective Date

Spring 2026

F. Approved By

University Senate – October 2, 2025

University President – October 15, 2025

G. Last Reviewed

October 2025