

### **Becoming a Certificate Candidate**

Prospective certificate candidates may declare their candidacy by returning a completed Application for Candidacy to the Continuing Education (CE) office at any time during the academic year. In all semesters subsequent to declaration, certificate candidates must complete the “Certificate Student Status” section of the CE registration form and pay the \$25 certificate fee (per semester, not per course) when registering for classes. Students who take certificate courses within a one-year grace period prior to declaring their candidacy may, upon declaration of candidacy and payment of retroactive certificate fees, apply those courses towards certification. Students must possess a high school diploma or the equivalent in order to receive a certificate.

### **Schedule for Certificate Programs**

The Certificate Program Guide for each program lists the coursework required to earn a certificate. Candidates must enroll in two courses per academic year, and are bound by the program requirements stated in the Certificate Program Guide at the time candidacy is declared. Students should save and refer to the Guide for the duration of their candidacy. *Note: All courses, prerequisites and schedules are subject to change without notice.*

Students generally take anywhere from two to four years to earn a certificate, depending on the length and the requirements of the individual program. The pace is determined by the individual student’s needs and schedule, as well as course schedules and availability. Please note that many courses include homework assignments requiring significant time commitments. The course sequences shown on the curriculum charts are recommended; however, it may not always be possible to follow these exactly. Students may register for other relevant courses provided prerequisites for those courses have been met. Most certificate courses meet for 36 hours (12 sessions). In the Fall and Spring semesters they meet once a week for 12 weeks. In the Winter and Summer semesters they meet twice a week for six weeks and are quite intensive; students are advised to enroll in just one 12-session course during those terms. *Note: Appraisal Studies in Art + Antiques does not follow this scheduling model.*

### **Leaves of Absence**

Candidates unable to enroll in two courses per academic year must apply for a formal leave of absence, valid for one year. Candidates should send written notification and an explanation of circumstances to the Associate Director for Student Support Services. If written notice is not on file, the Associate Director for Student Support Services classifies the student as inactive. Students taking a leave of absence for longer than one academic year, or classified as inactive for one year, are subject to curriculum requirements as stated in the Certificate Program Guide at the time of re-enrollment, rather than as stated at the time candidacy was originally declared.

### **Waiving Courses**

Candidates in some programs may request advanced placement for studies completed at RISD or other institutions or for independently acquired skills and experience. To waive courses, candidates should schedule a meeting with the appropriate Certificate Advisor during the first semester of candidacy; call the CE office at 401 454-6201 to request contact information. The Certificate Advisor reviews the candidate’s portfolio of work and/or transcript(s) for demonstrated ability in the courses to be waived and grants permission for a waiver where appropriate. Some required courses may not be waived; please talk with the Certificate Advisor for specific course information. Up to four courses may be waived. Candidates must fill out a separate waiver form and pay a \$35 waiver fee per course. *Note: Portfolio Level courses and reviews cannot be waived.*

### **Priority Enrollment**

Certificate candidates may register during a designated priority period preceding general registration. Candidates receive advance notice of course schedules and special procedures via e-mail. Students with priority status should enroll early in the priority registration period to ensure their enrollment in the classes they desire.

### **Academic Requirements**

To graduate, candidates must complete all program requirements within six academic years, achieving a grade of C- or better (in each graded course) or Pass (in each Pass/Fail course) in order to maintain their candidacy. Candidates who fail to achieve these grades are given the opportunity to supplement or repeat courses.

### **Portfolio Level**

Most certificate programs prepare students to exit the program with a completed portfolio; candidates in these programs must pass the Portfolio Level to graduate. Those who fail their final portfolio review may be required to take additional courses and demonstrate a higher level of proficiency before being awarded a certificate.

### **Petition to Graduate**

Candidates who anticipate fulfilling all requirements for graduation must submit a Petition to Graduate to the CE office during the autumn (September – November) of the academic year in which they intend to graduate; call the CE office at 401 454-6201 to request a Petition. Failure to submit a Petition during these months may jeopardize the student’s timely graduation. The Associate Director for Student Support Services and the Academic Advisor review the candidate’s transcript and confirm his or her status. Information concerning graduation will be sent to candidates who follow the procedures stated above.

### **RISD Alumni Association**

Certificate students who complete their programs are eligible for membership in the RISD Alumni Association, unless otherwise noted in the Certificate Program Guide. Call 401 454-6220 for information about benefits.