

UC San Diego

EXTENDED STUDIES

It is our pleasure to welcome you to UC San Diego Division of Extended Studies. We recognize the importance of your decision and the commitment it entails to learn and develop by means of association with an outstanding center of learning and are here to help you achieve your educational and professional goals.

Frequently Asked Questions about Certificates

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How do I Register for a Certificate Program?

You will be registered in the certificate program after you have been accepted into the program and paid your certificate fee.

To apply:

Log in to [My Extension](#). If you don't have a My Extension account, select "Create an Account."

1. Select your Division of Extended Studies certificate program.
2. Click "Apply Now."
3. Complete and submit your application.
4. Once your application has been approved, log in to My Extension and navigate to "My Applications."
 1. Click "Pay Certificate Fee."
 2. Pay the \$95 certificate fee.

You will receive a welcome packet containing information about your certificate in the mail within 10 business days.

What are the requirements to earn a certificate?

You are held to the certificate requirements in place at the time you registered and were accepted into the program *and* paid the certificate fee. When certificate requirements change, you may choose to complete the certificate under the new requirements. Because program requirements are usually updated to accommodate for changing demands in the career field, you generally cannot elect to complete the certificate under requirements that were discontinued prior to registration in the program.

Unless otherwise stated, you must:

1. Complete all certificate requirements within 21 consecutive quarters (approximately 5 years) from the time you register in a program.
2. Complete all required courses and the minimum number of required elective courses or units as listed in the certificate description and matrix. Pre-requisite courses are not considered part of the minimum credit unit requirements of a certificate.
3. Choose a grading option of either Letter Grade or Pass/No Pass. Only courses taken for credit can be applied toward certificate requirements.
4. Earn a grade of "C-" or higher in order for the course to be applied toward the certificate. "Pass" is awarded for "C-" work or better.
5. If you receive below the minimum acceptable grade in a required course, you must repeat the course for a higher/passing grade.
6. If you receive below the minimum acceptable grade in an elective course, you may request to substitute a different suitable elective course with a passing grade or repeat the course for a higher/passing grade.

I have completed all the requirements towards my certificate. What's next?

Once you believe that you have finished all your required coursework under a specific certificate, you will need to request a Certificate Audit through [My Extension](#), by contacting 858-534-3400, or by submitting an email to unex-certificate@ucsd.edu. A certificate coordinator will reach out to you within two business days of submitting the request.

Why do I need to request an audit?

Think of requesting an audit like applying for graduation. When you submit your audit request, that alerts our certificate coordinator that you have completed your program requirements and are ready to receive the certificate.

How do I request an audit?

Log in to [My Extension](#) and navigate to:

Click on "My Courses" (Tab on the top of the page)

Click on "My Certificate Programs" (Right hand side)

Click on "Request Certificate Audit" (Right hand side)

If you have any special requests please include them in the "Comments" field.

How long will it take to receive my certificate?

Once a request is submitted and all final grades have been posted you can expect to receive your certificate in the mail within three weeks.

Who do I contact regarding questions about the status of my certificate?

You may check the status of your progress in a certificate program, or ask questions about remaining coursework, by phoning the Student Service office at (858) 534-3400 or emailing unex-certificate@ucsd.edu.

Can I transfer credits from another institution towards my certificate? Who do I contact?

For questions regarding transfer credit eligibility, you should reach out to the respective Program Manager in charge of the certificate. [Click here](#) to access the list of Program contacts. Please note we allow a maximum of three classes to be transferred towards a certificate.

Is there a fee for the certificate?

After being accepted into a certificate program you will be required to pay a \$95 fee (\$60 prior to Spring 2018). Once that fee is paid you are officially registered in the certificate and no additional fee is necessary. However if for any reason you take longer than 21 consecutive quarters (approximately 5 years) allowed completion time, then you will be subject to pay the new fee in full and complete the course requirements in effect at that time.

How long do I have to complete the certificate?

Unless otherwise stated, you have 21 consecutive quarters (approximately five years) to complete your certificate requirements. You may take most courses without being enrolled in a certificate program; however, if you intend to work toward a certificate, you should register for the program as soon as possible. You will be held to the certificate requirements in place at the time you pay your certificate fee. If the requirements for your certificate change, you can choose to complete the certificate under the new requirements. Because program requirements are usually updated to accommodate for changing demands in a career field, you generally will not be allowed elect to complete the certificate under requirements that were discontinued prior to your registration in the program. Contact your program representative for more information

What if I exceed the 21 consecutive quarters (about 5 years) completion requirement?

In extenuating circumstances you may be eligible to petition, in writing, for an Division of Extended Studies to the time you are eligible to complete all coursework.

The petition should be submitted to the academic director responsible for the certificate program and explain why an Division of Extended Studies is merited and how much additional time is needed to complete the program. The academic director will review the petition and course requirements to determine if any changes to the certificate or field of study made after the time you were registered in the program are significant enough to adversely affect your chances of success.

If a petition is denied, you will be required to re-register in the certificate program, meet all requirements in place at the time they re-register, and repeat older or outdated courses.

The class I need to complete my certificate program was canceled or isn't offered this quarter. What should I do?

At any point should a required course repeatedly get canceled please reach out to the Program Manager. To find your program contacts, [click here](#). The department may be able to provide a substitute course in its place to help you complete the certificate.

Do I need to maintain a certain grade in order to complete a certificate program?

Some certificates may require a higher minimum grade or require that all or some courses be taken for a letter grade. The Division of Extended Studies academic department responsible for the certificate has the discretion to decide when these stricter requirements are appropriate.

A third party (*e.g.*, employer, Workforce Partnership, credentialing authority) may require a higher minimum acceptable grade and/or allow less time to complete the certificate program. In those cases, you can earn the certificate by meeting UC San Diego Extension's requirements, however must also meet the stricter requirements specified by the third party. If you do not meet the third party's additional standards, this may result in discontinued benefits provided for that program, and/or lack of certificate completion recognition by the third party.

For more information on grading requirements, contact your Program Manager.

How do I request a duplicate certificate?

Please fill out the Certificate replacement request form located in the forms library of our website and return it to us at your earliest convenience. The fee is currently \$25 for professional/specialized certificate and \$10 for CEU's/completion certificates.