

79

MEMORANDUM

Date: April 10, 2014

To: Tim Gallagher, Chair  
Executive Committee and Faculty Council

From: Carole J. Makela, Chair  
University Curriculum Committee

Subject: Undergraduate Certificates

The University Curriculum Committee moves Faculty Council approve the Undergraduate Certificates policy and include it in Section 2.1 of the General Catalog. The policy was approved by UCC, March 28, 2014.

A request to add Undergraduate Certificates to section 2.1 in the 2014-2015 General Catalog as approved.

New Catalog Copy

**Undergraduate Certificates**

Undergraduate Certificates are optional and are offered by certain departments. An undergraduate certificate consists of a minimum of 9 specified credits, and not more than 15 credits. A minimum of 9 credits must be course work at the upper-division level (300-400). A student must earn a cumulative GPA of 2.000 or better in the courses required in the Undergraduate Certificate.

An Undergraduate Certificate may include courses from one or more departments. For certificates involving courses from two or more departments, the coordinating department is indicated in the List of Undergraduate Certificates.

Students must apply for and complete the certificate requirements while enrolled in their baccalaureate degree. Undergraduate certificates by title are noted on the student's academic record (transcript) at the time of degree conferral. The certificate title is not noted on the diploma.

Rationale:

A certificate is a directed academic qualification used to identify the successful completion of a focused area of study deemed important to a student's career objectives. The transcribed Undergraduate Certificate focuses on a specific group of courses that enhance the student experience which are not available in the student's major, concentration, minor or interdisciplinary minor.

The certificate credential consists of a minimum 9 credits and a maximum of 15 credits. At least 9 credits must be upper-division courses and students must earn a cumulative GPA of 2.000 or better in the courses required in the Undergraduate Certificate to receive the credential.

80

In order to prevent transcript inflation, the proposing unit will need to indicate what majors, concentrations, minors and interdisciplinary minors may not be eligible to apply for the certificate. Students must apply for and complete the certificate requirements while enrolled in their baccalaureate degree. The certificate is awarded at the time of degree conferral

xc Carole Makela