

TWU UNDERGRADUATE CERTIFICATE PROGRAMS

POLICY GUIDELINES

I. BACKGROUND

Undergraduate certificate programs are intended to provide additional opportunities to benefit TWU students. Certificate programs are independent and distinct from regular degree programs. A program should be an integrated group of courses that meet a clearly defined need, such as (1) meeting specific work force needs with skills and knowledge, (2) providing continuing education or accreditation for a particular profession, or (3) providing basic competency in an emerging area of interdisciplinary study. These policy guidelines are intended to promote the creation of beneficial certificate programs at TWU and to ensure consistency of quality for those programs.

II. ADMISSION STANDARDS

The locus of control for establishing admissions standards will be placed with the sponsoring academic unit, subject to the requirement that candidates be enrolled in a degree-seeking program at TWU or have completed a baccalaureate degree.

III. CURRICULUM REQUIREMENTS

All certificate programs must adhere to the following guidelines:

- A. The certificate program must not duplicate courses required for students major and minor degree programs except in instances where certificates are granted for specialized professional preparation within a major.
- B. Certificate programs should be between 12 and 18 semester hours at the 3000 or 4000 level. Exceptions will be considered on a case-by-case basis.
- C. The course work comprising the certificate program must be an integrated and organized sequence of study. A project or practicum component is encouraged but not required.
- D. With the exception of internship, practicum, independent projects or clinical work, all courses for certificates will be letter graded.
- E. Students must maintain a minimum grade point average of 2.0 in all certificate course work. Individual programs may set higher standards for completion.
- F. Students are responsible for all prerequisites specified in course requirements.
- G. Course work taken as part of a certificate program may be counted toward the core curriculum at TWU.
- H. Degree-granting departments can determine whether certificate courses can also count as electives toward a major or minor.

IV. ADMINISTRATION OF CERTIFICATE PROGRAMS

- A. The program, wherever it may be administratively housed, must be clearly identified and labeled as a certificate program. The intent of the program must be specified in the institution's literature.
- B. A faculty director will be appointed for each certificate program. The director will be responsible for certifying the successful completion of the program's academic requirements. The Office of Undergraduate Studies will arrange for recording the completed certificate on the student's transcript.
- C. All units developing certificate programs must seek consultation and approval from "related" academic components.
- D. Proposals for certificate programs should be forwarded through appropriate channels to the office of the Associate Vice President of Undergraduate Studies. The proposal will then be reviewed by the Undergraduate Council. Acceptable proposals will be recommended to the Provost for final approval. If a proposed certificate program is not approved, feedback will be provided on how the program can be amended to meet requirements.
- E. All changes to approved certificate programs must be sent through the same channels for approval.