

Policy on Undergraduate Certificates

I. POLICY STATEMENT

Auburn students may obtain an undergraduate Certificate consisting of 12---21 hours of courses in an integrated structure that provides basic exposure to clearly defined skills or knowledge aimed at enhancing professional competency.

II. POLICY PRINCIPLES

In addition to knowledge gained through an academic major or minor course of study, Auburn students need a flexible and convenient way to earn additional credentials for professional recognition. An undergraduate Certificate can meet these clearly defined educational needs. For instance, a certificate can:

- provide a basic competency in an emerging, interdisciplinary area
- provide continuing education, certification or accreditation in a specific field
- respond to a specific state mandate;

A Certificate is not an undergraduate degree; it provides the student with formal recognition of basic exposure to clearly defined skills or knowledge aimed at enhancing professional competency. A Certificate may specify a fixed set of courses or a combination of specifically required courses and approved electives in one or more categories.

Certificates may be offered at the department, school, college, or other academic unit including interdisciplinary options that span multiple units.

Completion of the Certificate appears on the official Auburn University transcript.

III. EFFECTIVE DATE

November 27, 2015

IV. APPLICABILITY

Auburn Students admitted as undergraduates.

V. POLICY MANAGEMENT

Responsible Office: Office of the Provost

Responsible Executive: Provost

Responsible Officer: Associate Provost

VI. DEFINITIONS

Undergraduate Certificate: 12---21 hours of courses in an integrated structure that demonstrates competency in specific skills or knowledge designed to enhance professional preparation of Auburn students.

VII. POLICY PROCEDURES

Courses Eligible for Inclusion in an Undergraduate Certificate:

An undergraduate Certificate requires 12---21 semester hours. At least 50% of the credits should be at the 3000 level or higher. The offering academic unit may choose to count towards the undergraduate certificate those credits taken as part of Auburn University's general education requirements, an academic minor, or major.

Students are responsible for all prerequisites specified in course requirements for the Certificate. Academic

units may specify a set of required courses or a combination of required courses and electives in the design of Certificate programs. In keeping with Auburn policy, no more than 50% of course credits required for a certificate may be obtained through transfer credit. Courses applied to the requirements of an undergraduate Certificate program may follow either standard or S--U grading (as appropriate), but at least 50% of courses counted toward the Certificate must follow standard grading and the student must have completed all courses with a minimum overall Grade Point Average of C (2.0) or better. Individual colleges, schools, departments or academic units may have higher requirements.

Post--baccalaureate students are eligible to pursue an undergraduate Certificate. Students should consult with a Certificate Coordinator in the appropriate academic unit for the specific Certificate requirements.

Admission Eligibility and Procedures:

To participate in an undergraduate Certificate program, a student must be a regularly admitted undergraduate student. This includes degree seeking students, second degree (UG2) students and post--baccalaureate students.

Undergraduate Certificate Program Development and Administration:

To appear in the *Bulletin* and be available to be indicated on the official Auburn University transcript, the proposed undergraduate certificate program must be approved through the Auburn University regular curricular process, including the University Curriculum Committee, the Office of the Provost and any off--campus approvals and notifications.

The offering academic unit is responsible for advising students completing the Certificate, designing and implementing an assessment plan and for working with the student's major college and the Registrar's Office to certify the completion of the requirements. In the case of an interdisciplinary certificate, the Certificate curriculum proposal must include the unit that will have such responsibility.

VIII. SANCTIONS

n/a

IX. EXCLUSIONS

n/a

X. INTERPRETATION

Office of the Provost