

## REVISED POLICY on Undergraduate Certificate

**Undergraduate Certificate Program.** An undergraduate Certificate is an integrated group of courses that is designed to have a focused academic topic or competency as its subject area. A Certificate may meet a clearly defined educational need for a constituency group: 1) continuing education or accreditation for a particular profession; 2) response to a specific state mandate; 3) to meet workforce needs; to provide students with life/career skills and knowledge; 4) or to provide a basic competency in an emerging, usually interdisciplinary area. A Certificate is not an undergraduate degree; it provides the student with formal recognition of basic exposure to a clearly defined academic topic. A Certificate may specify a fixed set of courses or a combination of specifically required courses and approved electives in one or more categories. To provide a minimum core content, an undergraduate Certificate must be at least 9 upper division semester hours and should encompass no more than 15 semester hours and be clearly distinguishable from a minor or major.

Students are responsible for all prerequisites specified in course requirements. All hours for the undergraduate Certificate must be completed at Auburn University. **All courses in an undergraduate Certificate program must be graded with the standard grade mode. The S/U grade mode is not an option for these courses.** Students must earn a minimum overall grade average of a C (2.0) on all course work taken for the Certificate. Individual colleges, schools, or departments may have higher requirements. Course work taken for a Certificate may not count toward a major or minor. **Undergraduate students enrolled in Certificate programs must maintain the same standards for academic standing as all other undergraduate students.** Post-baccalaureate students are eligible to pursue an undergraduate academic Certificate. Students should consult with an academic advisor in the appropriate college for the specific Certificate requirements.

**To participate in an undergraduate Certificate program, a student must meet the following admission criteria:**

- 1. Be a regularly admitted undergraduate student who has met all normal admissions requirements for the university. This includes freshmen, transfers, and unclassified students (post baccalaureate).**
- OR**
- 2. Apply for admission as an undergraduate, “certificate only,” non-degree student. These applicants must meet the specified University minimums for freshman, transfer and post baccalaureate admission rather than be evaluated in the competitive pool.**

- a) File an undergraduate application (including the application fee) for admission.
- b) Pay the \$200 admissions deposit.
- c) Meet any college, school or departmental specific requirements.

To appear in the *Bulletin* and be indicated on the official Auburn University transcript, the proposed undergraduate certificate program must be approved through the regular curricular process. As in the case of minors, the academic unit (department or school/college) is responsible for certifying the completion of the requirements. In the case of an interdisciplinary certificate, the proposal must include the unit that will have such responsibility.

October 2008