

Certificate Programs

Original Implementation: April 22, 2008

Last Revision: January 31, 2017

Certificate programs at the undergraduate, graduate, or continuing education level are offered to meet the supplemental education needs of individuals. A certificate program is a set of courses that provides in-depth knowledge and/or skill development in a content or professional area. Selected courses may come from one or more academic areas and may be practice/skill-oriented or academic in nature.

It is the responsibility of the academic unit offering certificate programs to establish a process for awarding certificates. Certificate records are kept by the registrar.

Process for Developing a Certificate Program

The academic unit prepares and submits any credit-bearing proposal through the university curriculum process. A unit may not develop certificate programs at the upper or graduate level that are equivalent to lower level certificate programs offered at community, state, or technical colleges. Certificate programs that require Texas Higher Education Coordinating Board (THECB) notification include:

- upper-level undergraduate programs of 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program; and
- graduate and professional-level programs of 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

Certificate programs that do not require THECB notification include:

- undergraduate programs of 20 semester credit hours or less; and
- graduate and professional-level programs of 15 semester credit hours or less.

Certificate programs for which no collegiate academic credit is given, such as continuing education programs, must be approved by the appropriate dean and the provost and vice president for academic affairs. Such certificate programs do not require approval through the university curriculum process or require THECB notification.

Cross Reference: 19 Tex. Admin. Code § 5.48

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Certificate Request Form

Board Committee Assignment: Academic and Student Affairs