Certificate Programs

Original Implementation: April 22, 2008
Last Revision: July 29, 2014

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 will be kept within the academic unit until fall 2015 when they will transfer to the registrar

Process for Developing a Certificate Program

The academic unit prepares and submits any credit-bearing proposal through the university curricular 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 the Texas Higher Education Coordinating Board (THECB) notification and receive automatic approval 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 or approval 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. However, they do not require approval through the university curriculum process or require THECB notification or approval.

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