**Policy Statement**

An academic certificate program, for the purposes of this policy document, is a prescribed set of graded, organized courses, offered for academic credit, the satisfactory completion of which entitles a student to a certificate of completion, but not a degree.

The courses taken for an academic certificate program may be used in partial fulfillment of the requirements for a degree, to the extent that is permitted by the requirements of the cognate degree program. Admission to an academic certificate program does not constitute admission to a degree program.

**Approvals**

Before an academic certificate program that meets this definition can be advertised or students enrolled, the program must be approved by the school's curriculum committee as outlined in the school's bylaws, the Office of the Chief Academic Officer, the Graduate Council or Council on Undergraduate Education, as appropriate, the Committee on Educational Policy, and the Academic Senate. An assessment plan must accompany every proposal request for an academic certificate program. In addition, all graduate academic certificate programs that require more than 15 semester credit hours of graded, organized courses, and all undergraduate academic certificate programs that require more than 20 hours of graded, organized courses, are subject to review and prior approval by The University of Texas System and the Texas Higher Education Coordinating Board. Certificate programs, regardless of semester credit hour length, may only be offered in areas and at levels authorized by an institution's table of programs.

Templates for academic certificates and for assessment plans can be found online on the Provost's Office Academic Forms and Templates website at: [http://provost.utdallas.edu/home/academic-program-proposals](http://provost.utdallas.edu/home/academic-program-proposals).

**Recognition of Certificate Completion on Student Transcripts**

Undergraduate certificates: The student's transcript will reflect that the student has completed the undergraduate level academic certificate program, if the student (a) has a grade point average of at least 2.0 in the organized courses that constitute the undergraduate academic certificate program, (b) meets all academic standards as required by the school and stated in the catalog, (c) the certificate program and the courses constituting such program are listed in the catalog, and (d) the student declares to the RUO of the Program his/her intent to complete the certificate.
Graduate certificates: The student's transcript will reflect that the student has completed the graduate level academic certificate program, if the student (a) has a grade point average of at least 3.0 in the organized courses that constitute the graduate academic certificate program, (b) meets all academic standards as required by the school and stated in the catalog, (c) the certificate program and the courses constituting such program are listed in the catalog, and (d) the student declares to the RUO of the Program his/her intent to complete the certificate.

Closing a Certificate Program

In accordance with university procedures to be in compliance with the SACS Commission on Colleges Substantive Change Policy, a certificate program may not be closed until UT Dallas has received prior SACSCOC approval of a teach-out plan. The dean of the school must submit to the Provost's Office a memo that includes a teach-out plan. The Provost's Office will submit the request to the SACS Commission on Colleges.

Declaring Admission into a Certificate Program and Reporting

In order to automate certificate program completion audits, students will be required to declare admission into a certificate program in order to be tracked within the university's student data system as a certificate program student. The Office of the Registrar will certify that all undergraduate certificate programs requirements have been met and will award the student's certificate. The Office of Graduate Studies will certify that all graduate certificate program requirements have been met and will award the student's graduate certificate.

Policy History

- Issued: 2007-02-14
- Revised: 2009-02-02
- Revised: 2014-11-12
- Revised: 2017-11-09

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1001
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1001
- Link to printable version: http://policy.utdallas.edu/print/utdpp1001