

THE UNIVERSITY OF TEXAS AT DALLAS
NUMBERED POLICY MEMORANDA

POLICY MEMORANDUM 07-III.21-94

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ACADEMIC CERTIFICATE PROGRAMS

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.

Before an academic certificate program that meets this definition can be advertised or students enrolled, the program must be approved by the Academic Senate, following review by the Committee on Educational Policy and either the Graduate Council or the Council on Undergraduate Education, as appropriate. 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.

At the end of every semester, for each academic certificate program, the cognizant School or Department/Program must report the number of students enrolled in the program and the number of students completing the program to the Office of Academic Records.

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.