

Attachment 2
Proposed Changes to University Handbook, Section F170
Undergraduate Academic Credit Certificates
Reviewed by CAPP
Approved by Academic Affairs and Faculty Affairs on March 22, 2022

Rationale: Changes are being made to the undergraduate academic credit certificate policy to reflect current practice and also to be in line with KBOR requirements.

Undergraduate Academic Credit Certificates

F170 A Kansas State University Undergraduate Academic Credit Certificate emphasizes a focused specialty area of study. The program must increase the knowledge and skills of individuals. The program must be validated by a specified assessment process.

Undergraduate academic credit certificates require approval through the Faculty Senate curriculum approval process. The department and college that propose an undergraduate academic credit certificate program must provide for approval the following information:

- 1) Purpose (clear and appropriate educational objective),
- 2) Evidence of demonstrated need or demand for proposed certificate,
- 3) Requirements,
- 4) Desired outcomes,
- 5) Assessment procedures,
- 6) Estimated budget and staff required, ~~and~~
- ~~7) Evidence of approval of their certificate program through internal academic channels.~~

GENERAL REQUIREMENTS

- Certificates will require no fewer than twelve credit hours.
- ~~No more than~~ At least 25% of total credit hours required for the certificate ~~may be transfer credits~~ must be from Kansas State University.
- Minimum cumulative grade point average of 2.00 is required on courses applied to a certificate.

A higher cumulative grade point average or minimum course grades of "C" or higher may be specified. ~~All courses applied to the certificate must have letter grades. Courses with grades of "Credit" or "Pass" will not be applicable.~~

- Apart from "credit for prior learning," all courses applied to the certificate must have letter grades.

The department and college should also indicate whether or not the certificate can only be obtained as a credential on its own (~~free-standing~~) or if the certificate may only be obtained ~~by~~ in combination with a degree-seeking students at Kansas State University credential. If a specific degree program is required, it should be specified.

All ~~free-standing~~ certificate programs obtained as a credential on their own will share the following admission process and criteria unless additional/higher criteria are specified by the department and college.

ADMISSION

~~All certificate programs require admission to Kansas State University. Certificates to be completed as a free-standing program require admission to Kansas State University as~~ Students seeking a certificate program obtained as a credential on its own must apply for admission as a non-degree, certificate-seeking student and submit the admission application, application fee, and transcripts.

~~Students who do not intend to become a candidate for a bachelor's degree at Kansas State University must apply for admission as a non-degree, certificate-seeking student. Such students must submit the admission application, application fee, and transcripts. Applicants must provide documentation of high school~~ or GED graduation or completion and of high school equivalency and, if college courses have been attempted, official transcripts demonstrating a cumulative GPA of 2.0 or higher for all post-secondary coursework.

~~Students who later choose to pursue a bachelor's degree must apply for admission as a degree-seeking student.~~