

Kansas State University
Undergraduate Academic Credit Certificate Policy

Recommended by CAPP, 9-11-13

Approved by FS Academic Affairs Committee, with revisions, 10-1-2013

Approved by Faculty Senate on November 12, 2013

Change from:	Change to:
<p style="text-align: center;">KSU Certificate Program Proposal Approved Policy for a KSU Certificate Program (Recommended by CAPP, 7-13-05, approved with a friendly amendment by Academic Affairs, 9-20-05, approved by Graduate School 04-04-06, approved by Faculty Senate 05-09-06)</p>	<p style="text-align: center;"><u>Kansas State University</u> <u>Undergraduate Academic Credit Certificates</u></p>
<p>A KSU “Certificate” program emphasizes a focused specialty area of study as a part of or beyond the requirements for bachelors, masters, and doctoral degrees.</p> <p>It must increase the knowledge and skills of individuals.</p> <p>It must be validated by a specified assessment process.</p> <p>The department and college that provide a certificate program must provide for approval the:</p> <ol style="list-style-type: none"> 1) Purpose, 2) Requirements, 3) Desired outcomes, 4) Assessment procedures, 5) Estimated budget and staff required, and 6) Evidence of approval of their certificate program through internal academic channels. <p>Effective Date: Fall 2006</p>	<p>A <u>Kansas State University Undergraduate Academic Credit Certificate</u> emphasizes a focused specialty area of study.</p> <p><u>The program</u> must increase the knowledge and skills of individuals.</p> <p><u>The program</u> must be validated by a specified assessment process.</p> <p><u>Undergraduate academic credit certificates require approval through the Faculty Senate curriculum approval process.</u> The department and college that <u>propose an undergraduate academic credit certificate</u> program must provide for approval the <u>following information</u>:</p> <ol style="list-style-type: none"> 1) Purpose (<u>clear and appropriate educational objective</u>), 2) <u>Evidence of demonstrated need or demand for proposed certificate</u>, 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. <p><u>GENERAL REQUIREMENTS</u></p> <ul style="list-style-type: none"> • <u>Certificates will require no fewer than twelve credit hours.</u> • <u>No more than 25% of total credit hours required for the certificate may be transfer credits.</u>

- Minimum cumulative grade point average of 2.0 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.

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

All free-standing certificate programs 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 a non-degree, certificate-seeking student.

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 completion 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.

Effective Date: Fall 2014