UW Colleges Senate Policy  
Institutional Curricular Policy #103  
UW Colleges Certificate Program

Adopted March 3, 2000  
Reorganized and Renumbered 3/15/02  
Revised by the SSC 2013-02-25  
Revised by the Senate (SAPC) 2013-04-26  
Revised by the Senate (SAPC) 2015-01-22

I. Definitions  
A. A "certificate program" is defined as a designated cluster of interrelated courses or continuing education units from multiple disciplines or perspectives with a theme or focus.

B. A "credit certificate program" consists of a cluster of credit courses that are part of the regular curriculum offered at a UW Colleges campus.

C. A "non-credit certificate program" consists of continuing education course work and may have additional requirements or related activities.

II. Requirements  
Revised by the Senate (SAPC) 2015-01-22

A. For the "credit certificate":  
1. A minimum of 15 credits.

2. Up to 3 credits can be transferred into a certificate from institutions outside the UW Colleges.

3. A grade of C or better for all the credit courses.

B. For the "non-credit certificate":  
1. Continuing education courses, credit courses, or related activities that meet the academic, workforce and/or other community needs addressed by the specific certificate.

III. Implementation  
Revised by the SSC 2013-02-25  
Revised by the Senate (SAPC) 2013-04-26

A. A program can be proposed and offered by a single campus, but there can be only one institutional certificate in each area. Each campus may replicate the certificate cluster once it is approved. Minor revisions in a certificate program may be made due to campus specific options, with approval of the Provost.

B. The credit certificate program will be available to all students.
C. Certificate courses should be offered on a regular basis so those students may plan appropriately to complete the program. Delivery of courses with technology should be considered to make availability more widespread.

D. The assistant campus dean for student affairs will be responsible for certifying the completion of credit certificate programs. The campus outreach program coordinator will be responsible for certifying the completion of non-credit certificate programs.

E. Upon completion of the credit certificate, a notation of completion will be placed on the student's academic transcript by the Registrar’s Office.

F. Students completing either certificate will receive a document of recognition.

IV. Approval Process
   Revised by the SSC 2013-02-25
   Revised by the Senate (SAPC) 2015-01-22

A. A credit certificate proposal will be prepared by a campus dean in consultation with the campus curriculum committee and the relevant academic chairs. It should then be submitted to the UW Colleges Senate Curriculum Committee for its recommendation to the Provost, who will make the final decision.

B. A non-credit certificate proposal will be prepared by a campus dean in consultation with the campus outreach program coordinator. It should then be submitted to the Provost, who will make the final decision.