

<b>Procedure</b>	<b>Certificate Program Guidelines</b>
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Date Adopted:	12/4/07
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References:	BOR policy 301.12
Approved by:	Faculty Senate

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Certificate programs governed by these policy guidelines are academic, credit-bearing programs that end with the awarding of a certificate rather than an academic degree. They are of two kinds: a Certificate of Completion requiring a minimum of 12 semester credits and a Certificate of Applied Science requiring a minimum of 30 semester credits as defined under BOR policy 301.12.

Certificate programs established under these guidelines are designed to help students develop specialized expertise in vocationally-oriented areas of knowledge and skills. They typically have a practical orientation and are intended to indicate to prospective employers that the certificate holder has completed a Faculty Senate and Board of Regents approved course of study. They may also serve as credentials supporting other academic programs.

An important purpose of these guidelines is to establish a clear distinction between Faculty Senate and Board of Regents approved certificates and those that are often referred to as certificates of attendance, proficiency, participation, recognition, or appreciation.

A Faculty Senate and Board of Regents approved certificate program is the only kind of certificate program whose certificate may include the words "awarded by The University of Montana" or "The University of Montana awards . . ." The awarding of a Faculty Senate and Board of Regents approved certificate is recorded on the student's transcript.

### Guidelines for ASCRC Review

1. Each Certificate of Completion program shall require a minimum of 12 semester credits. The Board of Regents defined Certificate of Applied Science shall require a minimum of 30 semester credits.
2. Each Certificate of Completion program shall have a common core of at least 6 credits to ensure internal coherence. The common core is designed to ensure curricular coherence, therefore only existing or newly approved courses with clearly defined learning outcomes and curricula are eligible for the common core. Except in unusual circumstances, the common core should not include X90 Research, X91 Special Topics / Experimental Courses, X 92 Independent Study, X95 Field Work / Clinical / Practicum / Student Teaching / Studio, X98 Internship / Externship / Professional Paper, or X99 Senior Thesis / Capstone / Professional Paper credits.

3. In addition to elective courses, certificate programs may designate other requirements, such as licensure requirements or other professionally required certificates, internships, work projects, or attendance at professional meetings or symposia.
4. The content of the required and optional courses shall reflect the practical knowledge, skills, and abilities that the certificate program purports to develop.
5. All courses shall be completed with a minimum grade of C- in undergraduate certificate programs and B- in graduate certificate programs. (This does not preclude programs from setting higher "minimums".)
6. Each Certificate of Completion program shall be directed by a tenured or tenure-track faculty member or administrator. Certificate of Applied Science programs shall be directed by an administrator or his/her designee.

### Procedural Guidelines

1. Each certificate program shall be reviewed by ASCRC and approved by Faculty Senate and the Board of Regents before the first certificate may be awarded.
2. Certificate of Completion programs are open to students in either degree or non-degree admission categories. Certificate of Applied Science programs shall be available only to degree-seeking students.
3. All Certificates of Completion issued by the Registrar's Office shall be of similar design, include The University of Montana logo, and be of sufficiently good quality to have a professional appearance. The wording that appears on the Certificate must be approved by the Provost's Office.
4. The name of the certificate program and the date awarded shall be recorded on the student's transcript.
5. Each certificate program shall be reviewed in conjunction with the regularly scheduled review of the academic unit(s) sponsoring the program.