

Undergraduate and Professional Certificates

A certificate may be used to recognize that a student has completed a defined program of specialized cohesive study consisting of for-credit UF courses, and any other valid additional experience such as internships and international exchanges. Students may earn a certificate in a particular field of study within their academic major, or enhance their major by pursuing a program that complements their major or career interests. Certificates may also be used by non-degree seeking students to pursue personal and academic interests, and to enhance opportunities for employment and admission to graduate and professional schools. Completion of university-approved certificate programs will be noted on student transcripts.

Approval Process

1. Any such organized, for-credit curriculum (including those taken by non-degree-seeking students and offered by self-funded programs) must be approved by the University Curriculum Committee (for undergraduate and professional Certificates) or by the Graduate Council (for graduate Certificates) using the appropriate form on the approval system “approval.ufl.edu”.
2. Certificates currently offered for UF credit that have not been approved must go through the approval process described above by December 31, 2012 in order to remain active.
3. Changes (including terminations) to certificate programs must be approved by the UCC or Graduate Council.
4. A program of study that has not been approved by the university cannot be referred to as a certificate program. Documentation for students who complete such a program shall not be referred to as a certificate and may not bear the official UF seal. Such programs may be referred to as “Certificates of Completion”. However, such a program shall not include for-credit UF courses. A for-credit program of study must go through the university approval process for certificates.

Curriculum Requirements for Undergraduate and Professional Certificate Programs

5. Proposals for certificates must include Student Learning Outcomes (SLO's) and appropriate assessment methods. Currently approved certificate programs that need to add SLO's will need to get them approved by Dec. 31, 2012.
6. SLO's must be submitted through the approval site to the Academic Assessment Committee for approval.

Undergraduate and Professional Certificates

7. Certificate programs which include only for-credit courses shall require the successful completion of at least nine (9) credits of UF courses with a minimum grade of C or S in each course. An undergraduate certificate shall not require the completion of graduate courses.
8. Professional certificate programs may be based on other educational or training experiences that are not regarded as normal UF coursework. Valid experiences include internships, externships, clinical rotations, or similar training that has been approved by the college's national professional accreditation agency, the US Department of Education, or similar agency.
9. If a certificate program includes courses common to another certificate program, at least nine credits in the certificate program must not be included in the other certificate program. That is, each certificate program must contain at least nine credits of coursework that are unique to that program out of all other certificate programs. Coursework used to fulfill the requirements of a certificate program may also be used for an undergraduate or professional major or minor.

Administration of Undergraduate and Professional Certificates

10. Colleges shall require an application for all students (degree-seeking, non-degree-seeking, professional, or post-baccalaureate) to enroll in a certificate program. The application must be approved by the academic unit offering the certificate and the college dean or the dean's representative.
11. Certificates awarded after successful completion of an approved program will be posted to the academic transcript. Comments posted to the transcript will be titled "Undergraduate (or Professional) Certificate in..."
12. Descriptions of approved certificates will be included in the appropriate university publications and websites.
13. Additional information on policies regarding certificates is available at <http://www.aa.ufl.edu/policies>.