Guide for Developing Undergraduate Certificate Proposals

Undergraduate certificates provide students with the ability to earn credentials in either a specific discipline or an interdisciplinary program. Undergraduate certificates are designed to enhance a student’s education or professional development need. The creation of an undergraduate certificate provides departments with the ability to better meet the needs of students.

Undergraduate certificates may be linked to a degree program or be stand-alone. All university policies apply to undergraduate certificates, including grading, retention, and contact hours.

Admission Criteria
An undergraduate certificate is a transcribed, undergraduate level program, open only to those students who meet the undergraduate admission requirements of the University.

Academic Requirements
The undergraduate certificate program must consist of a minimum of 15 undergraduate-level semester credits. A minimum GPA of 2.00 must be achieved in certificate coursework.

Federal Financial Aid Consideration
To maintain federal aid eligibility for students enrolled in undergraduate certificate programs, OSU must comply with federal Gainful Employment regulations. Any department offering an undergraduate certificate will work with the Office of Academic Affairs to ensure federal regulations are met. Departments will be required to update and post a student disclosure document on any website that contains academic, cost, financial aid, or admissions information about the undergraduate certificate program.

Curriculum Requirements
For embedded undergraduate certificates, up to 50% of the coursework required must come from related or guided elective courses and/or general education courses. At least 25% of the coursework applied to the embedded undergraduate certificate must be satisfactorily completed at OSU.

All degree programs are reviewed on a five-year cycle. For embedded undergraduate certificates, the associated degree must have an up-to-date program review before being proposed. After approval, embedded undergraduate certificates will be included in the associated degree’s program review. Stand-alone undergraduate certificates must have their own program review.

Proposals
Forms for new undergraduate certificate programs are available at:
http://academicaffairs.okstate.edu/content/resources-faculty-staff

Proposals for new undergraduate certificate programs are similar to any new degree program. They should provide all the information required in the New Program Request:
• Undergraduate certificate title, home unit, inception date, and contact person for the program
• Need for the program and how the proposed program will meet that need
• Type of delivery – traditional or online
• Potential demand for the program, target population, estimated enrollment, and comparable programs offered at other institutions
• Program objectives
• Admission requirements
• Academic requirements
• List of core and elective courses – prefix, number, title, and credit hours
• Administrative structure – academic oversight, admission, advising, and program evaluation
• Target audience and marketing plan
• Program evaluation plans