

# Undergraduate Academic Certificate Guidelines

## I. Definition

According to NYSED, a “Certificate means a credential issued by an institution in recognition of the completion of a curriculum other than one leading to a degree.” Typically, a certificate is comprised of courses that lead to a defined skill set recognized in a specific field or domain. The approval process for a certificate is the same as that for proposed academic degree programs. Following the university review and approval process, a proposed certificate is sent to NYSED for approval and assignment of a HEGIS code.

## II. Institutional parameters

- A. A certificate shall meet the requirements set forth by NYSED.
- B. A certificate is discipline-based.
- ~~C. A certificate consists of at least three courses and at least nine credit hours~~
- ~~D.C. A certificate shall meet the requirements set forth by NYSED.~~
- E.D. Fifty percent (50%) of the total credit hours in a certificate and no less than nine credit hours of the in the -certificate shall be completed at RIT.
- F.E. Each credit-bearing course in a certificate must be an existing course that is be-applicable to one or more RIT degree programs, either as part of the major, liberal arts and sciences, or as a general open elective.
- G.F. The certificate must be in a discipline or area of focus outside of the student’s academic program or double major. It is the responsibility of the academic unit proposing a certificate to indicate any degree programs, minors or immersions for which the certificate is not appropriate.
- H.G. For students currently or previously matriculated in a RIT degree program and for whom a degree has not been awarded:
  - A maximum of nine credits from the certificate can be used toward the student’s academic degree program, however, -
  - Prescribed academic degree program courses , however, cannot be used to satisfy any certificate requirements.
- I.H. For students that have previously completed a RIT degree program:
  - A maximum of nine credits within the degree program, however, can be used towards a certificate, however,
  - ~~A maximum of nine credits from the certificate can previously been used towards the student’s academic degree program.~~
  - ~~Courses Courses that were~~ prescribed in their completed academic degree program cannot be used to satisfy any certificate requirements.
  - ~~A maximum of nine credits within the degree program, however, can be used towards a certificate~~

~~J.I.~~ Students may pursue multiple certificates. A minimum of nine credit hours must be unique to each certificate.

~~K.J.~~ Posting of the certificate on the student's academic transcript requires a minimum cumulative GPA of 2.0 in the certificate courses.

### III. Development/approval/administration processes

A. Certificates may be developed by faculty at the departmental, inter-departmental, college, or inter-college level. Instructions and the *Certificate Program Proposal form*[SP1][SP2] are located on the Provost's [curriculum management](#) website.

~~B.~~ As part of part of the certificate development process:

1. prerequisites, if any, will be identified.

2. students ineligible for the proposed Certificate -will be identified

~~B.C.~~ Certificate proposals shall follow the curriculum review process as identified in policy [D1.IV.c.2.](#) [SP3]

~~C.D.~~ The academic unit offering the certificate (in the case of interdisciplinary certificates, the certifying academic unit) is responsible for: the following:-

1. enrolling students in the certificate (as space permits);
2. monitoring student progress toward completion of the certificate;
3. certifying students' successful completion of the certificate;
4. responding to student requests for removal from the certificate.

~~—D.~~

~~4.—~~

AsAs per New York State requirements, courses within the certificate must be offered with sufficient frequency to allow students to complete the certificate within the time frame proposed in the application to NYSED.

### IV. Procedures for Certificate Program revision

Once a certificate is approved by NYSED, any change in the certificate requires the approval of the involved academic unit(s),- the college curriculum committee(s), and ICC. Once approved at the university, the revised certificate must be sent to NYSED for final approval.

RIT Form to include:

A. ~~As part of the certificate development process:~~

~~1. prerequisites, if any, will be identified.~~

~~2. students ineligible for the proposed Certificate will be identified~~