

1 Undergraduate Academic Certificate Policy D1.4

2 I. Definition

3 According to NYSED, a “Certificate means a credential issued by an institution in
4 recognition of the completion of a curriculum other than one leading to a degree.”
5 Typically, a certificate is comprised of courses that lead to a defined skill set recognized
6 in a specific field or domain. The approval process for a certificate does not require the
7 submission of a program intent document, however, the remainder of the process is the
8 same as that for proposed academic degree programs. Following the university review
9 and approval process, a proposed certificate is sent to NYSED for approval and
10 assignment of a HEGIS code.

11 II. Institutional parameters

- 12 A. A certificate shall meet the requirements set forth by NYSED.
- 13 B. A certificate is discipline-based.
- 14 C. A certificate consists of at least three courses and at least nine credit hours. At
15 least fifty percent (50%) of the total credit hours in a certificate and no less than
16 nine credit hours in the certificate shall be completed at RIT.
- 17 D. Each credit-bearing course in a certificate must be an existing course that is
18 applicable to one or more RIT degree programs, either as part of the major,
19 liberal arts and sciences, or as an open elective.
- 20 E. The certificate must be in a discipline or area of focus outside of the student’s
21 academic program or double major. It is the responsibility of the academic unit
22 proposing a certificate to indicate any degree programs, minors or immersions for
23 which the certificate is not appropriate.
- 24 F. A maximum of fifty percent (and no greater than 9) credits explicitly named within
25 the degree program can be used toward the certificate.
- 26 G. Students may pursue multiple certificates.
 - 27 • A minimum of nine credit hours must be unique to each certificate.
- 28 H. Posting of the certificate on the student's academic transcript requires a grade of
29 C (2.0) or better in every course in the certificate.

30 III. Development/approval/administration processes

- 31 A. Certificates may be developed by faculty at the departmental, inter-departmental,
32 college, or inter-college level. Instructions and the *Certificate Program Proposal*
33 form are located on the Provost’s curriculum management website.
- 34 B. As part of part of the certificate development process:
 - 35 1. prerequisites, if any, will be identified.
 - 36 2. students ineligible for the proposed Certificate will be identified.

37 C. Certificate proposals shall follow the curriculum review process as identified in
38 policy D01.0.

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40 D. The academic unit offering the certificate (in the case of interdisciplinary
41 certificates, the certifying academic unit) is responsible for:

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

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

49 **IV. Procedures for Certificate Program revision**

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

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