

Memorandum of Administrative Policy Credit Bearing Certificate Policy

Area: Academic Affairs

Section: Faculty Curriculum and Instruction

Number: 07.A.01 AP

Purpose and Scope

UHCL credit bearing certificates give students the opportunity to enhance their existing degree program as well as to add value to their careers. This document sets forth the policies for creating and implementing UHCL credit bearing certificates. This policy will apply to all new credit bearing certificates.

Definition

A University of Houston-Clear Lake credit bearing certificate is an approved set of courses covering a specified topic issued by one of the four UHCL colleges.

Policy

1. Certificates must contain 15 or fewer graduate or 20 or fewer undergraduate level credits; otherwise, certificates must be approved by the Texas Higher Education Coordinating Board (THECB).
2. UHCL Certificates can be either undergraduate or graduate level.
3. UHCL Certificates may be available to degree seeking and/or non-degree seeking students as specified by the certificate program.

4. All UHCL credit bearing certificates must be approved through the UHCL shared governance process.
5. UHCL credit bearing certificates must have an academic home in one of the four colleges.
6. UHCL credit bearing certificates may be interdisciplinary with courses from more than one college, but the certificate must be approved by each college's curriculum committee prior to proceeding through shared governance for final approval.
7. The courses for the certificate may include additional requirements as designated by the program(s) sponsoring the certificate.
8. Courses accepted for transfer may be applied to the certificate as approved by the sponsoring program(s).
9. Course substitutions can be initiated by the program director of the program(s) housing the certificate.
10. Students wanting to continue to a degree program from a credit-bearing certificate program must apply to UHCL and must meet all requirements for entrance to the degree.
11. All certificate courses will appear on the transcript.

Responsibilities

The Office of the Provost will maintain documentation of all approved certificates.

As indicated above (Policy section, Item 4), all certificates must be approved through the UHCL Shared Governance process. When proposing a certificate, the following information is needed: College(s), Department(s) and Program(s) proposing the certificate, the courses contained in

the certificate including the total number of credits, the number of required credits, the number of elective credits, the listing of the courses with the rubrics and course titles and justification for the certificate. The form should be signed by the Program Coordinator, Department Chair, the College Curriculum Committee Chair and the College Dean. Once approved at the college level, requests are to be submitted to the Associate VP of Academic Affairs who will initiate the shared governance process. The Faculty Senate Curriculum Committee is responsible for beginning the shared governance approval process in approving the certificates.

Approval

Approved:

May 12, 2022

Date