

## CERTIFICATE DEVELOPMENT

As many of us have heard USHE is encouraging us to produce more certificates and has tied certificates to performance-based funding in the same way as degrees. Certificates help the state get to the 66% by 2020 goal set by the state (66% of Utahns have some diploma, certificate, or degree).

Certificates provide students with academically-focused and tightly coordinated areas of accomplishment and expertise. Certificates can complement majors. Not all certificates are the same and can include the following.

### FOR-CREDIT CERTIFICATES AND CREDENTIALS

For-credit academic certificates are bound by definitions set forth by the Regents and regulations established on our campus. See appendix for definitions.

#### **Baccalaureate Certificates / Academic For-Credit Certificates**

These are certificates that carry academic credit, include usually between 21-30 credits, and are taken by students working on a baccalaureate degree in addition to their major field of study. These certificates can meet academic requirements for professional certifications, mark completion milestones in an academic career, and/or indicate proficiency in specific competencies or career-aligned skills. These certificates provide added-value and assist students with communicating their skills and knowledge to employers.

\*U of U regulations stipulate that a bachelor's degree seeking student must be matriculated to take an undergraduate for-credit certificate. It is also possible that a bachelor degree graduate could return to complete a baccalaureate certificate if they re-matriculate.

**Many of these for-credit certificates can also be offered with non-credit sections, providing additional revenue opportunities and opening a gateway for potential degree-seeking students.**

There are several variations of this type of certificate:

- 1. Certificates that are the equivalent of a special emphasis within a major. This is a way of pulling out a particular strength or preparing for a particular kind of job.**
  - » Example: Substance-Use Disorder Certificate (License)
- 2. Certificates that are comprised of the curriculum of the colleges that build on the competencies, knowledge base, and skills of a major. May be applicable across majors.**
  - » Example: Engineering Entrepreneurship Certificate; Gerontology Certificate; Mechatronics Certificate; Remote Sensing Certificate
- 3. Certificates that add additional skills or value to the degree and produce competencies or insights applicable to a broad range of majors.**
  - » Example: The Veteran Studies Certificate; The Pacific Islander Studies Certificate; Applied Positive Psychology Certificate; Lasonde X
- 4. Certificates that mark the first stage of study in a major (e.g. first 30 credit hours) and represents a milestone.**
  - » Example: Honors Certificate; Block U Certificate

## **Graduate Certificates**

Graduate Certificates, sometimes called Micro Masters, are credit bearing, and could build toward a master's degree. \*Students can take a graduate certificate without being matriculated as a U of U student.

## **Graduate Certifications**

Curriculum driven by industry standards or licensure and built into Master's programs.

## **NON-CREDIT CERTIFICATES AND CREDENTIALS**

Non-credit certificates and credentials can serve as a gateway to higher education for students who have stopped out or never started. This is the only kind of certificate we can give a student who is not matriculated and does not already have a bachelors degree.

## **Academic Non-Credit Certificate or Credentials**

Departments can offer non-credit sections of for-credit courses that combine into a certificate. These certificates:

- Provide additional revenue for the department
- Require minimal additional work from the department by adding students into existing courses
- Are marketed to additional target audiences in collaboration with Continuing Education
- Reduce student barriers to entry and may stack to credit in some cases
- Often prepare students for specific professional certification exams
- Must be set up in Canvas
  - » Examples: Certificate of Financial Planning; Professional TESOL Certificate; Substance-Use Disorder; Counselor Certificate; and other non-credit skills based, technology, or digital foundations certificates.

## **Pre-Matriculation or Professional Non-Credit Credential**

These are typically professional certificates like those offered through Continuing Education or Executive Education in the School of Business. These certificates usually include a cluster of classes.

- » Examples: Human Resources Foundations; Project Management Essentials; Web Coding Foundations; Adobe Skills Badges

## **CONSULTING TO CREATE AND DELIVER CERTIFICATES**

Academic for-credit certificates go through the same approval processes as majors and minors. These processes, application templates, definitions of different types of certificates and timeline can be found on the UGS website under curriculum management. Lyndi Duff, the Director of Curriculum Administration can help you step through this process.

Continuing Education can assist you in building and offering non-credit certificates or certain for-credit certificates. **To learn more or start the conversation, contact Nate Friedman at [nate.friedman@utah.edu](mailto:nate.friedman@utah.edu).**

Online versions of certificates can be developed and supported by UOnline. For UOnline, contact Cory Stokes at [cory.stokes@utah.edu](mailto:cory.stokes@utah.edu).

## **APPENDIX - R401-3. DEFINITIONS.**

### **3.1. ACADEMIC AWARDS.**

Academic awards range from certificates to doctoral degrees. The following definitions describe common characteristics of each award. In compliance with accreditation, institutions may establish additional requirements and course work.

#### **3.1.1. CERTIFICATE OF PROFICIENCY.**

A program of study that prepares students for an occupation. It does not require, but may include, general education courses. The certificate requires 16 to 29 semester credit hours or 600 to 899 clock hours. It consists entirely of undergraduate courses but does not require prerequisite courses, conditions, or degrees for admission to the program.

##### **3.1.1.1. CTE CERTIFICATE OF PROFICIENCY.**

A certificate of proficiency that prepares students for gainful employment in a recognized occupation, meets Perkins eligibility requirements and federal financial aid requirements, and consists entirely of lower division courses.

NOTE: Institutional certificates of proficiency require less than 30 semester credit hours, or 900 clock hours) and are not eligible for federal financial aid. Institutions may establish institutional certificates without notifying the Regents. Institutions may use these certificates to address varying needs, including workforce preparation, bridging student pathways from high school, avocational interests, or development of specialized skills.

#### **3.1.2. CERTIFICATE OF COMPLETION.**

A program of study that prepares students for an occupation. It requires a recognizable general education core in communication, computation, and human relations. The general education core may be embedded within program courses. The certificate requires a minimum of 30 semester credit hours or 900 clock hours and typically does not exceed 33 semester credit hours or 990 clock hours. It consists entirely of undergraduate courses and has no prerequisite courses, conditions, or degrees required for admission to the program. Institutions should demonstrate how certificates requiring more than 36 semester credit hours or more than 1,080 clock hours can lead to an associate's and/or bachelor's degree within the normal credit hour requirements for that degree. When appropriate, institutions should include transfer agreements in the program proposal.

##### **3.1.2.1. CTE CERTIFICATE OF COMPLETION.**

A certificate of completion that prepares students for gainful employment in a recognized occupation, meets Perkins eligibility requirements and federal financial aid requirements, and consists entirely of lower division courses.