

POLICY AND PROCEDURES FOR UNDERGRADUATE CERTIFICATE PROGRAMS Michigan State University

In recent years at Michigan State University, the interest in and demand for undergraduate certificate programs has increased. An undergraduate certificate is a set of programmatic or thematically linked curricular and co-curricular activities that serves as a micro-credential distinct from majors and minors. The certificate provides a focused, structured, and interrelated set of experiences that enhances the participant's expertise in an area of specific disciplinary, interdisciplinary, regional, or global topic or that addresses a defined professional development need for an internal or external population.

At Michigan State University, there are FIVE types of undergraduate certificate programs.

Those that are:

- directly related to a degree program and are transcriptable;
- distinct entities, not related to a degree program or minor and are transcriptable;
- distinct entities, not related to a degree program or minor but are *not* transcriptable;
- distinct entities at the University level not related to a degree program or minor, and are transcriptable;
- directly related to a degree program as part of the degree program's requirements, and are transcriptable.

Type 1

If an undergraduate certificate program is **directly related to a degree program**, then:

- it includes course work, co-curricular experiences, or specified training;
- it is "transcriptable" (eligible to be listed on a student's transcript);
- it appears as "Undergraduate Certification for..." on the transcript;
- it must be approved via the academic governance system using the *Request for a New Academic Program* or *Request for Changes in an Academic Program* form. See the University Curriculum and Catalog web page for information: <http://www.reg.msu.edu/ucc/ucc.aspx>;
- it must have at least 3 unique credits that are not counted toward a university, college or major requirement.

Type 2

If an undergraduate certificate program is a **distinct entity not related to a degree program or minor**, and is transcriptable then:

- it includes course work, co-curricular experiences and learning opportunities that are competency-based, or professional skills;
- it must be approved via the academic governance system using the *Request for a New Academic Program* or *Request for Changes in an Academic Program* form. See the University Curriculum and Catalog web page for information: <http://www.reg.msu.edu/ucc/ucc.aspx>;
- it appears as "Undergraduate Certificate Program in", followed by the name of the program on the transcript;
- its students are enrolled at the Lifelong Education (LE) level or in an undergraduate degree program;
- the minimum number of credits required is 9 with a maximum of 12.
- a maximum of 16 credits earned in transfer at the Lifelong Education (LE) level may be applied toward an undergraduate degree or minor.

Type 3

If an undergraduate certificate program is a **distinct entity designed for external stakeholders and guest students, and is not related to a degree program or minor**, but is *not* transcriptable, then:

- it includes co-curricular experiences, online modules, and/or specified professional training, skills, or competency levels;
- it must be approved by the unit responsible for its administration and submit the request directly to the Associate Provost for Undergraduate Education, but does not require University-level approval;
- only its individual courses, if they are approved MSU courses, are transcriptable;
- its students are enrolled in the Lifelong Education (LE) enrollment status or in a undergraduate degree program or minor;
- a maximum of 16 credits earned in transfer at the Lifelong Education (LE) level may be applied toward an undergraduate degree or minor;
- previously completed course work, experiences, and transfer credits can count toward the certificate at the discretion of the program coordinator up to a limit 6 credits; however sponsoring units can set additional parameters on the amount of prior and transfer credit that can be counted toward a certificate.

Type 4

If an undergraduate certificate program is a **distinct entity at the University level not related to a degree program or minor**, then it:

- requires course work, co-curricular experiences, and specified professional training, skills, or competency levels;
- is transcriptable as an undergraduate certificate program;
- appears on the transcript as "University Undergraduate Certificate in..."
- must be approved by the academic unit offering the certificate and by the Associate Provost for Undergraduate Education.
- it must be approved via the academic governance system using the *Request for a New Academic Program* or *Request for Changes in an Academic Program* form. See the University Curriculum and Catalog web page for information: <http://www.reg.msu.edu/ucc/ucc.aspx>;

Type 5

If an undergraduate certificate program is **directly related to a degree program as part of the degree program's requirements**, then it:

- requires course work, co-curricular experiences, and specified professional training, skills, or competency levels for which the certificate and the academic program are one-in-the same'
- is transcriptable as an undergraduate certificate program;
- is exclusively reserved for the Institute of Agricultural Technology;
- it must be approved via the academic governance system using the *Request for a New Academic Program* or *Request for Changes in an Academic Program* form. See the University Curriculum and Catalog web page for information: <http://www.reg.msu.edu/ucc/ucc.aspx>;