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 “transcripatabe” (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](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](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 an 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](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](http://www.reg.msu.edu/ucc/ucc.aspx);