

UW Oshkosh Certificate Program Guidelines

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Definition and Purpose

A certificate program can be defined as a prescribed sequence or group of courses that together provide a coherent program of study. The certificate program provides participants with specialized knowledge and/or skills. A certificate program may be graduate or undergraduate. It may be designed as a self-contained sequence of study or as a part of an existing degree program.

Certificate programs are initiated and endorsed by the University and support the University's mission and goals. They may be developed by various units of the University and may involve collaboration with other agencies or organizations. The certificate is an academic credential that certifies the accomplishment of defined learning outcomes.

Scope of This Policy

Certificates are offered by a variety of organizations for a wide variety of learning activities. These policy guidelines are limited to certificates that are posted on a student's UW Oshkosh transcript and in which the learning experiences consist primarily of transcribed coursework.

Curriculum and Instruction

The following guidelines will be considered in matters related to curriculum and instruction in certificate programs:

- The curricular requirements of a certificate will follow from the expected learning outcomes. The University does not specify or set a maximum number of credits or instructional hours for a certificate program but does specify a minimum of 9 credits for a credit certificate. Each certificate program will identify requirements, based on the desired learning outcomes.
- Certificate programs will be developed in response to clearly identifiable educational needs.
- Certificate programs will reflect a level of academic rigor appropriate to the credit offered.
- A certificate program is a planned and coherent course of study around a particular area of focus. It may include courses, independent study, practica, and a variety of other learning experiences that result in specified learning outcomes.
- A certificate program may include a timeframe within which a student must complete the course of study.
- While a combination of UW Oshkosh faculty and instructional academic staff may be involved in the certificate program instruction, certificate programs will be developed with involvement of appropriate University faculty.
- In the development of curriculum, planners of new certificate programs are

encouraged (but not required) to work with advisory groups that include representatives of stakeholder and potential audience groups.

- Assessment of student performance in certificate programs will be designed in accordance with the identified learning outcomes.
- Certificate program curricula are considered a part of the University academic program array.
- Students pursuing a certificate must follow University protocols and requirements including but not limited to suspension policies, repeat policies, etc.

Approval Process for New Certificate Programs

- Proposals for new certificate programs must pass through all approval steps internal to the university that are required for degree programs. This includes review and approval by the Graduate Council for graduate-level certificates.
- *Approval of New Courses with Certificate Programs:* New certificate programs may include existing courses and/or involve the development of new courses. New courses are subject to normal faculty approval processes. Because an expeditious approval process is essential to effective and responsive certificate programs, faculty curriculum committees may wish to consider the appointment of special subcommittees to review new courses proposed for certificate programs.

Advisory Boards

Certificate programs are often developed, delivered, and evaluated with appropriate input from external stakeholders. This may be accomplished through existing advisory groups or through the creation of new advisory or focus groups.

Student Assessment

Methods of assessing student learning within certificate programs are developed on the basis of the outcomes identified for the certificate. Outcomes Assessment Reports for each certificate program must be regularly submitted on a timeline determined by the Faculty Senate Committee on Assessment of Student Learning (FSCASL).

Admission/Registration

- Minimally, a high school diploma or GED is required for any undergraduate certificate program. Specific criteria will be determined jointly by the Admissions office and the specific program coordinator. An earned baccalaureate degree or its equivalent from an accredited college or university is required for a master's level certificate.
- Graduate certificate programs are administered through the Graduate School in partnership with the appropriate college or department. The Graduate School is responsible for student record keeping and reporting. The academic college or department is responsible for curriculum development, staffing decisions, and advising of students.

- Students in certificate programs who wish to pursue a degree program must apply for admission to the University and meet the required criteria of that program or college. A certificate does not guarantee entry into a degree program.
- Students not pursuing a degree program will be admitted as special students. They will need to complete the UW System e-app, applying as a Special Student and declaring the certificate program in which they are enrolling. Students pursuing a degree program while simultaneously pursuing a certificate will need to declare their intentions
- The department is responsible for informing Student Accounts of any billing or payment transactions different from standard procedure.

Awarding of Certificate

All certificate programs, as they are approved, will be built into the degree audit system by the Registrar's office and will be posted on the student's transcript when the student has satisfied all requirements for the certificate program.

Fiscal Considerations

Certificate programs offered primarily to serve nontraditional students must comply with UW System Policy on Programming for the Nontraditional Market and the UW System Service-Based Pricing Guidelines and Procedures.

Proposal for a New Certificate Program

09/14/2021

Using this form as an outline, complete your proposal for a new certificate program and attach the proposal to a completed Form C.

A) Program Identification

1. Title of certificate
2. Department where certificate will be housed
3. College
4. Implementation date
5. Delivery method: face to face, online, hybrid, onsite or off campus

B) Description

1. Certificate program description including number of credits and how it relates to an existing degree program
2. Learning Outcomes
3. List of courses/additional requirements
4. Description of how students in the certificate program will be assessed
5. Describe how advising of students will be done
6. Describe how the program will be evaluated

C) Rationale

1. Describe the need for this certificate program
2. Intended audience for the program

D) Resources

1. Additional resources needed beyond existing degree program
2. Special considerations (personnel, facilities, classified staff, faculty)