

Undergraduate Academic Standards Committee

Proposed Language to Adopt into the Undergraduate Catalog

Undergraduate Certificate

The University of Tennessee at Chattanooga is authorized to establish and deliver undergraduate certificate programs in any disciplinary or subject area for which there is not an existing major, concentration, and/or minor. Undergraduate certificate programs may be interdisciplinary or focused with a specialized set of courses that emphasizes a professional skill or knowledge base that supports future employment opportunities.

Admission to an undergraduate certificate program requires that a person meet the minimum admission requirements to the university and/or be an existing student in the university. Refer to the appropriate department for any specific requirement(s) to the certificate program.

Admission to an undergraduate certificate program does not constitute immediate or future admission to an undergraduate degree program. To receive an undergraduate certificate, students must be admitted to a certificate program or a degree program.

Certificate programs require the student to complete 12 – 18 hours and maintain a minimum 2.00 or higher GPA. Students should check programs for specific hour and GPA requirements. A student only pursuing a certificate must complete the certificate within a maximum time of 6 years. A student pursuing a certificate as part of an undergraduate degree program will have the time allotted for the degree to complete the certificate. With department approval, a portion of certificate course work may be applied to an undergraduate degree program. However, no more than 1 course from a certificate program can be counted toward a minor within a degree program and no more than 2 courses from a certificate program can be counted toward a major within a degree program.

Students must file a <<form>> with the Registrar's Office the semester prior to the semester they will complete the certificate course requirements. Students receiving only a certificate are not eligible to participate in commencement.

Note to Faculty Senate and Administrators: Proposals for new certificates should follow curriculum committee guidelines for new major and minor proposals.