

Official Memorandum of Action – MOA-16/13
Revise Undergraduate Catalog Non-degree Certificate Programs

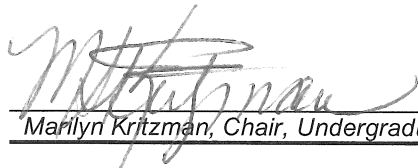
Name of Council/Committee
Undergraduate Studies Council

Approval Date
10 May 2016

RECOMMENDATION:

Implementation Date
Upon Administrative Approval

Revisions to the *Undergraduate Catalog Non-degree Certificate Programs* with regards to the number of allowable required credits and transfer credits.



5/10/16
Date

Marilyn Kritzman, Chair, Undergraduate Studies Council

Approve
Comments:

Disapprove

Return to Council/Committee

Susan F. Ayers, Faculty Senate President

Date

Approve
Comments:

Disapprove

Other action

Timothy J. Greene, Provost and Vice President for Academic Affairs

Date

Approve
Comments:

Disapprove

Other action

John M. Dunn, WMU President

Date

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RATIONALE

WMU's current policy requires an undergraduate certificate to consist of 15-24 credit hours. A number of institutions in Michigan and the Mid-American Conference, as well as those identified as WMU peers, offer undergraduate certificates with both lower (e.g., 6) and higher (e.g., 48) numbers of credit hours. In addition, the total credit hours for some certificate programs are mandated by the requirements of external professional agencies. In order to remain competitive and provide flexibility to meet the specific needs of a given program, it is proposed that we revise the credit limits for WMU undergraduate certificate programs.

WMU's current policy allows no transfer credits to be applied toward an undergraduate certificate. This stance is not consistent with the university's overall transfer credit policy (www.wmich.edu/admissions/transfer/whattransfers/) or the Michigan Transfer Agreement. It could cause a financial burden to students who may be required to retake courses for a WMU undergraduate certificate program and could be a disincentive to them selecting to attend WMU. It also presents particular complications for any student who might elect to switch from a WMU non-degree to a degree program (or vice versa).

RECOMMENDED REVISIONS

**UNDERGRADUATE CATALOG
DEGREES**

**Undergraduate Certificate Programs
(REVISIONS IN BOLD AND DELETIONS WITH STRIKETHROUGH)**

An undergraduate certificate is awarded for the satisfactory completion of a non-degree undergraduate program designed around a narrow, applied, and coordinated curriculum with a professional focus. Any new course that is developed for an undergraduate certificate program must be approved through the curriculum process. An undergraduate certificate program may be either multidisciplinary or uni-disciplinary in organization and may be taken separately or in conjunction with an undergraduate degree program. The undergraduate certificate is not an award of license, accreditation, or certification to render professional services; rather, it signifies that a student has satisfactorily completed an approved undergraduate certificate program curriculum. Certificates generally focus on necessary professional training requirements in a specific area of study and may serve as enhancements to existing undergraduate degree programs. Certificate programs **will normally** range from a minimum of 15 hours to a maximum of 24 credits/semester hours. **However, individual certificate programs may exceed these boundaries commensurate with the breadth and depth of the program's topic (e.g., the needs of the intended professional training).**

Delivery Methods

Undergraduate certificates may consist of traditional instruction, hybrid, or fully online instruction. Applicants should check with their academic advisor or program director of the academic unit for specific information regarding delivery methods in their choice of certificate programs.

**UNDERGRADUATE CATALOG
ADMISSIONS**

**Non-degree Undergraduate Certificate Programs
(REVISIONS IN BOLD AND DELETIONS WITH STRIKETHROUGH)**

Admission to an undergraduate certificate program is typically for students who are not seeking and undergraduate degree. Hence, applicants will obtain "Non-degree Admission." Students seeking non-

degree status who have been enrolled in any academic institution within the preceding five years must meet the same admission criteria as degree-seeking students. Acceptance for non-degree status does not constitute degree admission to WMU. If a non-degree admitted student subsequently decides to apply to a specific WMU undergraduate degree program, the applicant will be expected to meet all University and program-specific admission requirements. The time period for any "Non-degree Admission" status may not exceed six years from the time such admission status is granted. Applicants for non-degree admission should:

1. Complete an Application for Undergraduate Admission along with a non-refundable application fee of \$40;
2. Request that each academic institution attended within the preceding five years send an official transcript to the Office of Admissions;
3. Register for any course for which the prerequisites and/or course restrictions have been met; and,
4. Enroll in subsequent terms for up to six years in non-degree status, providing they meet University probation and dismissal standards.
5. Be a high school graduate or have earned the equivalent degree.

Certain University courses and financial aid may not be available to non-degree students. **Courses taken for an undergraduate certificate program may be counted towards a subsequent WMU undergraduate degree program, if approved by the appropriate academic advisor and/or academic program unit.**

ADMISSIONS

TRANSFER

What Will Transfer

(REVISIONS IN BOLD AND DELETIONS WITH STRIKETHROUGH)

~~Acceptance of transfer credits from another institution towards the completion of an undergraduate certificate program at WMU is not permitted.~~ **Individual certificate programs may allow transfer credits for no more than half of the program.**