

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

MOA – 21/05

Revision of MOA-16/13 for Undergraduate Certificate Programs

**Name of Council(s)/Committee(s):**  
Undergraduate Studies Council

**Approval Date:**  
To be determined

**Implementation Date:**  
Upon Administrative Approval

**Responsible Office(s) and Responsible Enforcement Official(s):**  
Registrar's Office  
Curriculum Manager

**RECOMMENDATION:**

Revisions to Memorandum of Action 16/13 with regards to the number of allowable required credits, major and minor distinction, and professional license/certificate preparation.

*Clifton Ealy Jr.*                      *9/20/21*

Clifton Ealy Jr. Chair, Undergraduate Studies Council Date

Approve                       Disapprove                       Other Action  
Comments:

*Marilyn S. Kritzman* *10/1/2021*  
Marilyn S. Kritzman, WMU Faculty Senate President Date

Approve                       Disapprove                       Other Action  
Comments:

*Jennifer P. Bott* *10.22.2021*  
Jennifer P. Bott, Provost and Vice President for Academic Affairs Date

Approve                       Disapprove                       Other Action  
Comments:

*Edward B. Montgomery* *10/25/21*  
Edward B. Montgomery, WMU President Date

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**RECOMMENDATION**

Revisions to Memorandum of Action 16/13 with regards to the number of allowable required credits, major and minor distinction, and professional license/certificate preparation.

**RATIONALE/PURPOSE**

Potential undergraduate certificate program guidelines require an established minimum credit hours and clear distinctions between undergraduate major and minor.

**STAKEHOLDERS**

Undergraduate students and instructors.

**HISTORY:**

- a) Effective date of current version: To be determined
- b) Date first adopted: 14 April 2017
- c) Revision history: N/A
- d) Proposed date of next review: Oct. 2024

**CURRENT POLICY MODIFICATION** (additions in bold and deletions with strikethrough)**UNDERGRADUATE CATALOG  
DEGREES****Undergraduate Certificate Programs**

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.~~ **Undergraduate certificates are typically used to prepare for a professional license or certificate and are created according to the guidelines of an external accreditation agency or professional association.** An undergraduate certificate program may be either multidisciplinary or unidisciplinary 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~~ be a minimum of 15 **credit** hours to a maximum of 24 credits/semester hours. However, individual certificate programs may exceed ~~these boundaries~~ **the maximum** commensurate with the breadth and depth of the program's ~~topic~~ **preparation for the external professional license or certificate** (e.g., the needs of the intended professional training).

**Any new course that is developed for an undergraduate certificate program must be approved through the curriculum process.**

**No more than 20% of the courses offered in a undergraduate certificate program may be 1000 and 2000 level courses (combined).**

**Undergraduate certificates must not duplicate a minor or major. An undergraduate certificate may not be used in place of an undergraduate minor to meet degree requirements.**

#### **Delivery Methods**

Undergraduate certificates may consist of traditional instruction, hybrid, or fully online instruction **be delivered in any of the approved instructional methods used at Western Michigan University.** 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.

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## **UNDERGRADUATE CATALOG**

### **ADMISSIONS**

#### **Non-degree Undergraduate Certificate Programs**

Admission to an undergraduate certificate program is typically for students who are not seeking an undergraduate degree. Hence, applicants will ~~obtain~~ **seek** "Non-degree Admission" **Status**. 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~~ **shall**:

- 1. Be a high school graduate or have earned the equivalent degree;**
- Complete an Application for Undergraduate Admission along with a non-refundable application fee of \$40;
- Request that each academic institution attended within the preceding five years send an official transcript to the Office of Admissions;
- Register for any course for which the prerequisites and/or course restrictions have been met; and,
- Enroll in subsequent terms for up to six years in non-degree status, providing they meet University probation and dismissal standards.
- ~~6. 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.

If the requirements of an undergraduate certificate are embedded within the courses a student has taken to complete a degree program, a student must apply for the certificate at the time of graduation from the bachelor's degree. In the case where a student completes some of the requirements of an undergraduate certificate upon graduation, the student may return at a later date (in accordance with current University policy), complete the requirements for the certificate and be awarded the certificate.

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### **ADMSSIONS**

#### **TRANSFER**

##### **What Will Transfer**

Individual certificate programs may allow transfer credits for no more than half of the program.