

### **Guidelines for Certificates (For-Credit)**

1. Because MSU offers non-credit and for-credit certificates, a clear distinction should be made in all announcements and promotions involving certificates. A similar distinction should be made between credit hours and contact hours. University certificate programs must be distinguished as not being state or agency certification programs in areas in which confusion might occur.
2. For-credit certificate programs generally require the completion of 12-21 hours of college credit. New certificate programs require approval from the MDHE.
3. Certificate programs may be proposed by any college, department, or program that offers a major. It is expected that the certificate will be in an area that is closely related to the college, department, or program's curriculum.
4. Each certificate program must be subject to the Faculty Senate and appropriate curricular approval process, including college council(s) and/or graduate council, as well as other bodies such as the EPPC, when required.
  - A. The application for certificate program must articulate a clear mission or purpose.
  - B. Each course that applies toward the certificate must be shown to contribute to its mission or purpose as stated in 4A.
  - C. Each course that applies toward an undergraduate certificate must be among the department's regular courses (whether required or elective). No such restrictions apply towards graduate certificate courses.
  - D. The proposed certificate program must serve one or more specific constituencies, which shall be identified on the application form.
  - E. The application must identify appropriate admissions requirements for the certificate program.
  - F. The application must specify requirements for successful completion of the certification program, including required credit hours, GPA, written thesis, practical work, etc.
  - G. The application must project approximate enrollments for the certificate program (for the first five years), as well as anticipated number of certificates to be granted.
  - H. The application must identify what additional resources would be required by the sponsoring college, department, or program. This would include faculty needs, additional course sections, library books, computer software programs, and computer hardware.
  - I. The application must specify an assessment plan to be used in judging the success or failure of the certification program.

5. Students may apply the same credits towards a degree and a certificate.
6. A list of certificates approved under this program is maintained in the university catalogs. Non-credit certificates and unapproved for-credit certificates will under no circumstances be included on this list.
7. Recipients of certificates will have their status reflected on official MSU transcripts.
8. Administration of all certificate programs will be the responsibility of the sponsoring college, department, or program, with overall coordination by college councils (for undergraduate certificate programs) or the graduate council (for graduate programs).

NOTE: Financial aid eligibility for a certificate requires alignment with specific criteria. Faculty should consult with Institutional Research on this matter when developing or revising a certificate program.

Sources:

**Senate Action 26-98/99 Adopted by Senate February 11, 1999 (add link to document)**

**Senate Action 20-10/11 Adopted by Senate April 19, 2011 (add link to document)**

Additional Support:

Graduate Certificate Program Procedures (OP3.20):

<https://graduate.missouristate.edu/futurestudents/certificates.htm>

Undergraduate Certificate Program Procedures (OP3.04 – 53):

[https://www.missouristate.edu/policy/Op3\\_04\\_53-undergraduate-certificate-program-procedures.htm](https://www.missouristate.edu/policy/Op3_04_53-undergraduate-certificate-program-procedures.htm)

List of current undergraduate certificates:

<https://www.missouristate.edu/registrar/catalog/Univcertificate.htm>