

Attachment 1
Proposed Revisions to
University Handbook, Section F170
Undergraduate Academic Credit Certificates
Approved by FS Academic Affairs on November 2, 2021

Rationale: Overall review and updates to current handbook language to reflect current practice and suggested changes.

General Comments

- Discussed but decided not to add the requirement of upper-level (300 & above) courses
- Stating a maximum number of hours was discussed but decided not to state
- Does it need to be stated that if the GPA is below 2.0 what will happen?
- Should any of the above steps be indicated in Curriculog and approved as such?

Changes to the existing document are shown in yellow font and additions are underlined.

Undergraduate Academic Credit Certificates

F170 A Kansas State University Undergraduate Academic Credit Certificate emphasizes a focused specialty area of study. The program must increase the knowledge and skills of individuals. The program must be validated by a specified assessment process.

Undergraduate academic credit certificates require approval through the Faculty Senate curriculum approval process. The department and college that propose an undergraduate academic credit certificate program must provide for approval the following information:

- 1) Purpose (clear and appropriate educational objective);
- 2) Evidence of demonstrated need or demand for proposed certificate;
- 3) Requirements;
- 4) Desired outcomes;
- 5) Assessment procedures;
- 6) Estimated budget and staff required, and
- 7) Evidence of approval of their certificate program through internal academic channels. *(This is obsolete due to now all academic proposals must go through Curriculog and a formal C&C process.)*

GENERAL REQUIREMENTS

- Certificates will require no fewer than twelve credit hours.
- No more than 25% of total credit hours required for the certificate may be transfer credits.
- Minimum cumulative grade point average of 2.0 is required on courses applied to a certificate. A higher cumulative grade point average or minimum course grades of “C” or higher may be specified.
- All courses applied to the certificate must have letter grades. Courses with grades of “Credit” or “Pass” will not be applicable. **Therefore, advanced placement credits cannot be applied to the certificate.**
- **All courses applied to the certificate must receive a grade of “D” or above.**
- The department and college should also indicate whether or not the certificate can be obtained as a credential on its own (free-standing) or if the certificate may only be obtained by degree-seeking students at Kansas State University. If a specific degree program is required, it should be specified.

All free-standing certificate programs will share the following admission process and criteria unless additional/higher criteria are specified by the department and college.

ADMISSION

~~All certificate programs require admission to Kansas State University. Certificates to be completed as a free-standing program require admission to Kansas State University as a non-degree, certificate-seeking student.~~

~~Students who do not intend to become a candidate for a bachelor's degree at Kansas State University must apply for admission as a non-degree, certificate-seeking student. Such students must submit the admission application, application fee, and transcripts. Applicants must provide documentation of high school or GED completion and, if college courses have been attempted, official transcripts demonstrating a cumulative GPA of 2.0 or higher for all post-secondary coursework.~~

Free-standing certificate seeking students must apply for admission as a non-degree, certificate-seeking student and submit the admission application, application fee, and transcripts. Applicants must provide documentation of high school **graduation** or **GED completion of high school equivalency** and, if college courses have been attempted, official transcripts demonstrating a cumulative GPA of 2.0 or higher for all post-secondary coursework.

Students who later choose to pursue a bachelor's degree must apply for admission as a degree-seeking student.

The following is from the Undergraduate Catalog and should match up with proposed revisions once approved.

Undergraduate Academic Credit Certificates

A Kansas State University Undergraduate Academic Credit Certificate emphasizes a focused specialty area of study. The program must increase the knowledge and skills of individuals. The program must be validated by a specified assessment process.

Undergraduate academic credit certificates require approval through the Faculty Senate curriculum approval process. The department and college that propose an undergraduate academic credit certificate program must provide for approval the following information:

1. Purpose (clear and appropriate educational objective);
2. Evidence of demonstrated need or demand for proposed certificate;
3. Requirements;
4. Desired outcomes;
5. Assessment procedures;
6. Estimated budget and staff required; and
7. Evidence of approval of their certificate program through internal academic channels.

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Admission for certificates

~~All certificate programs require admission to Kansas State University. Certificates to be completed as a free-standing program require admission to Kansas State University as a non-degree, certificate-seeking student.~~

~~Students who do not intend to become a candidate for a bachelor’s degree at Kansas State University must apply for admission as a non-degree, certificate-seeking student. Such students must submit the admission application, application fee, and transcripts. Applicants must provide documentation of high school or GED completion and, if college courses have been attempted, official transcripts demonstrating a cumulative GPA of 2.0 or higher for all post-secondary coursework.~~

Free-standing certificate seeking students must apply for admission as a non-degree, certificate-seeking student and submit the admission application, application fee, and transcripts. Applicants must provide documentation of high school graduation or GED completion of high school equivalency and, if college courses have been attempted, official transcripts demonstrating a cumulative GPA of 2.0 or higher for all post-secondary coursework.

Students who later choose to pursue a bachelor's degree must apply for admission as a degree-seeking student.