

Meeting of the Faculty Senate, March 23, 2017

Proposed University Manual Language Certificate Programs at URI

At the November 17, 2016 Faculty Senate meeting, the Senate approved the creation of an [Undergraduate Certificate in Energy Economics and Policy](#). The following language, proposed to be included in the University Manual, describes certificate programs and the administration of such programs of study. The Curricular Affairs Committee and the Constitution, By-Laws, and University Manual Committee have reviewed and approved the language.

Additions to Chapter 8 - Academic Requirements

The proposed new sections, **8.20.70 – 8.20.79**, **8.20.80**, and **8.20.90** require numbering changes of the sections that precede the new sections:

8.20.4050 Major Fields of Study.

8.20.5060 Minor Fields of Study.

8.20.5161

8.20.5262

8.20.5363

8.20.6070 Options.

8.20.6171

8.20.6272

8.20.70 Undergraduate Certificates. Students may enroll in approved Undergraduate Certificate Programs to further their knowledge of a field of interest, provide specialized training, and/or to enhance their professional skills. Undergraduate Certificates generally require 15-21 credits of coursework. Undergraduate Certificates are available to degree seeking and certificate-only seeking undergraduate students.

8.20.71 Students who have been admitted to an undergraduate degree program may enroll in an Undergraduate Certificate Program while completing their degree requirements by obtaining the approval from the Certificate Coordinator or chairperson of the department offering the certificate and from the student's academic dean, and satisfying the admission requirements for the desired certificate. Completion requirements are specific to each Undergraduate Certificate Program. A completed Undergraduate Certificate will be listed on the student's permanent academic record after graduation.

8.20.72 Students pursuing an Undergraduate Certificate only must be admitted through the Alan Shawn Feinstein College of Education and Professional Studies, Office of Strategic Initiatives upon the recommendation of the appropriate admissions officer. Such admissions shall be limited to completion only of the Undergraduate Certificate Program. Students admitted under this regulation are subject to the same regulations as students admitted in the usual way. Undergraduate Certificate-only students seeking admission to any undergraduate major at the University shall be considered transfer students and are subject to all transfer admission criteria outlined in 8.13.10 – 8.13.13. A student accepted directly into an Undergraduate Certificate program is one who is enrolled for appropriate courses to complete the Undergraduate Certificate at the University but who has not been admitted to University College for Academic Success nor to a degree-granting program by the Dean of Admissions or the Dean of the Graduate School nor one who has been academically dismissed from a college of the University (see 8.25.10 – 8.25.18 for regulations pertaining to academically dismissed students).

8.20.73 Courses completed in pursuit of an Undergraduate Certificate may be used to apply toward undergraduate degree requirements. Undergraduate Certificate courses may not be taken under the pass-fail grading option. Applicants may not transfer courses into an undergraduate Certificate Program that have been taken at institutions other than URI. Credits earned at URI and applied to the Undergraduate Certificate Program must have been taken within eight years of matriculating into the Undergraduate Certificate Program and cannot total more than two-fifths of the total number of credits required for the Undergraduate Certificate Program.

8.20.74 Time-to-degree Limit. Students must complete all of the requirements for the Undergraduate Certificate Program within 5 years of their date of matriculation in that Program.

8.20.75 Undergraduate Certificate program form. Students in an Undergraduate Certificate Program must complete an Undergraduate Certificate program form and submit it to the office of their academic dean at the time of acceptance to the program. Undergraduate Certificate program forms list the courses to be taken to fulfill the requirements of the Certificate. If any changes in the original Undergraduate Certificate program are made, a new Undergraduate Certificate program form must be submitted as soon as possible. All Undergraduate Certificate Programs will have an established list of courses that can be used to satisfy the requirements for the Certificate.

8.20.76 Students in an Undergraduate Certificate Program must have approval of the department chairperson of the Undergraduate Certificate and the student's academic dean. A student's approved and verified Undergraduate Certificate will be listed on the student's permanent academic record after graduation.

8.20.77 Nomination for Graduation. A Nomination for Graduation form must be submitted to the student's academic dean in a student's final semester. Deadlines for submission are published on the individual degree granting college websites.

8.20.78 Grades and Grade Point Averages. Students must meet the acceptable grade requirements as described in the catalog description for their specific Undergraduate Certificate. A minimum average of 2.00 must be earned in the 15-21 credits required for the undergraduate Certificate.

8.20.79 Undergraduate Certificate Program Coordinators. Every Undergraduate Certificate Program shall have at least one Coordinator. The Coordinator may be the Department Chair of the Department sponsoring the Certificate, or in the case of Interdisciplinary Certificates may be a participating faculty member. The Coordinator must assure that students enrolled in the Undergraduate Certificate Program are

advised properly and provide the most up to date program information to students seeking completion of the Undergraduate Certificate. Coordinators/Chairs must approve a student's participation in the Undergraduate Certificate, approve changes to Undergraduate Certificate forms, and submit Nominations for Graduation when students have completed the Undergraduate Certificate. Coordinators and participating faculty also respond to programmatic questions from potential applicants, maintain files on active students, and keep records of the number of students who have participated in the Undergraduate Certificate Program from its inception.

8.20.80 Post-Baccalaureate Certificates (see Appendix J of the Graduate School Manual). Post-baccalaureate Graduate Certificates offer students the ability to obtain a graduate credential in a specialized topic. Graduate Certificate Programs are designed to use existing courses to respond to professional and workforce needs, and to provide opportunities for the exploration of new curricular areas. They are distinctly different from certification programs and are not intended to meet licensure or professional practice requirements. Students applying for admission into a Graduate Certificate Program must do so through the URI Graduate School admission system. Applicants must have a bachelor's degree from an accredited University or College. International students must be enrolled in a graduate degree program. Certificate programs establish their own admission requirements pending approval from the Graduate Council. Students in one or more certificate programs may also be enrolled simultaneously in a master's or doctoral degree program. For more information, consult Appendix J of the Graduate School Handbook.

8.20.90 Proposals to create Undergraduate or Post-Baccalaureate Certificate Programs require approval of the faculty of the originating department, the college curriculum committee, the appropriate coordinating and review committee (normally the Curricular Affairs Committee or Graduate Council), the Faculty Senate, the President, and the Council on Postsecondary Education. Certificate Programs shall be subject to the Undergraduate Certificate review process (8.86.10 – 8.86.14).