

SPECIAL REPORT
of the
ACADEMIC MATTERS COUNCIL

concerning

**CLARIFICATION OF
MINORS AND CERTIFICATES**

Adopted unanimously by the Rules Committee,
acting on behalf of the Faculty Senate,
May 26, 2009

Presented at the
687th Regular Meeting of the Faculty Senate
September 17, 2009

COUNCIL MEMBERSHIP

Flavio Azevedo	John Jenkins, Chair
Martha Baker	Patrick Kelly
Carol Barr	Derek Khanna
Robert Bernatzky	M. Christine King
Cynthia Boissonneault	John Lenzi
Ed Chang	Pamela Marsh-Williams
Stephanie Chapko	Ernest May
Priscilla Clarkson	Pamela Monaco
Jake Clemen	Gerald Platt
Ginger Etinde	Daphne Patai
Bryan Harvey	Patricia Stowell
Julie Hayes	Cynthia Suopis

Background

On February 14, 2008, the Ad Hoc Committee on Certificates (ACERT) (Sen. Doc. No. 08-018A) was established by the Faculty Senate. The purpose of this Ad Hoc Committee was to deliberate the purpose and desirability of current and proposed undergraduate and graduate certificate programs and to determine whether to recommend changes in the University's current policies and procedures with respect to certificates. The Final Report of the Ad Hoc Committee on Certificates (ACERT) was approved by the Faculty Senate on February 12, 2009. On December 11, 2008, the Faculty Senate voted to approve the Supplemental Guidelines for Undergraduate Certificates.

As the definition and guidelines for certificate programs have changed, the references to certificates in various University publications and regulations needs to be updated. In many of these publications, for example the Academic Regulations, Certificates and Minors are linked with the same policies applied to both. The clarification provided to Certificates per the above mentioned reports and Senate documents necessitates the separation of Certificates and Minors. The AMC took this opportunity to review policies relevant to Minors, and have voted to recommend appropriate changes.

Current Academic Regulations Language (2008-09):

XI. MAJORS, MINORS AND RELATED PROGRAMS

[sections A. through C. removed in this report – non-applicable]

D. Minors and Certificates.

A minor or certificate is a limited number of prescribed credits and courses in an academic department. There are approved minors and certificate programs, but not in every department. Students interested in having a minor or certificate recorded on their transcripts should contact the appropriate unit (department, program, or school), to determine if a minor or certificate in that field has been approved, and the requirements for its completion.

The minor or certificate must be completed within the 10 semesters allowed for the completion of all graduation requirements, including the major. Prior to graduation, students must file with the Registrar a formal certification from an authorized representative of the unit offering the minor or certificate that all requirements for the program, including the attainment of at least a 2.000 average in the program courses, have been completed.

Students are eligible for Minors or Certificate Programs only if currently enrolled in an approved major leading to a baccalaureate degree at the University.

Proposed New Language – Separation of Minors and Certificates

D. Minors.

A minor is a limited number of prescribed credits, 15 credits minimum, and courses in an academic department. Not all departments offer approved minors. Students interested in having a minor should consult the Guide to Undergraduate Programs to determine whether a minor in that field has been approved, and the requirements for its completion.

The minor must be completed within the 10 semesters allowed for the completion of all graduation requirements, including the major. Prior to graduation, students must file with the Registrar a formal certification from an authorized representative of the unit offering the minor that all requirements for the program have been completed. These requirements include the completion of all courses/credit hour requirements in the minor and the attainment of at least a 2.000 average in the program courses with no more than one of these courses having a grade of less than 2.000.

Students are eligible for Minors only if currently enrolled in an approved major leading to a baccalaureate degree at the University.

E. Certificates.

A certificate program is a coherent set of courses representing a defined body of knowledge and skills. Certificates may represent a subset of the requirements for existing degree programs; may reflect a multidisciplinary perspective drawing coursework from more than one existing program; or may constitute a relatively free-standing area of focus with little formal connection to existing academic programs.

A certificate program must consist of at least fifteen credits of coursework. Certificates are open to all students, undergraduate and graduate, matriculating or non-matriculating, subject to availability of courses and unless otherwise restricted.

A student who has completed the requirements for a certificate should contact the sponsoring department or program, which will notify the Registrar that the requirements have been met. These requirements include the completion of all courses/credit hour requirements in the certificate program and the attainment of at least a 2.000 average in the program courses with no more than one of these courses having a grade of less than 2.000.

Additional Information:

These changes should also be reflected in other relevant University publications such as the Guide to Undergraduate Programs, Daily Planner, and program approval guide.

**MOVED:
72-09** **That the Faculty Senate approve the separation of Minor and Certificate language described in the Clarification of Minors and Certificates, as presented in Sen. Doc. No. 09-059.**