

UNDERGRADUATE CURRICULUM COMMITTEE

January 24, 2024 – Meeting #8
3:05 – 4:30 p.m. Room: MLT 102-C

1. **CONVENE:**
2. **INTRODUCTIONS:**
3. **MINUTES:** December 6, 2023 – Minutes #7
4. **ACTION ITEMS:**
 - a. Social Work Major, Revise Program (Newport and Kroesch)
<https://registrarforms.illinoisstate.edu/CurriculumForms/ReviseProgramView.aspx?ID=1539>
 - b. SED - Minor in Learning Behavior Specialist 1, New Minor (Howe and Henry)
<https://registrarforms.illinoisstate.edu/CurriculumForms/NewProgramView.aspx?ID=489>
5. **INFORMATIONAL ITEM(S):**
 - a. Undergraduate Certificate Guidelines (Hurd)
 - b. Council on General Education (Newport)
 - c. Council for Teacher Education (Kroesch)
6. **ADJOURN:**

Upcoming meetings:

- 1/31/2024 - <https://registrar.illinoisstate.edu/curriculumforms/> - *To view these proposals, after you log in – click “In Circulation” for Proposal Status*
 - GEO - Major in Environmental Systems Science and Sustainability Traditional Sequence – New Sequence (Newport and Gardiner-Walsh)
 - GEO - Major in Environmental Systems Science and Sustainability Accelerated Sequence – New Sequence (Newport and Gardiner-Walsh)
 - AGR - Animal Industry Management Sequence – Program Revision (Ren and Stabler)
 - AGR - Pre-Veterinary Medicine – Program Revision (Chen and Philip)
- 2/7/2024
 - (KNR) Allied Health Profession - Revised Program - Revise Sequence (Kroesch and Henry)
 - (KNR) Health and Human Performance - Revise Sequence (Kroesch and Henry)
 - Bachelor of Music, Band and Orchestra Instruments Performance Sequence - Revise Sequence (Newport and Graham)
 - BM Classical Guitar Performance Sequence - Revise Sequence (Newport and Graham)
 - BM Piano Performance Sequence - Revise Sequence (Newport and Graham)
 - BM Voice Performance Sequence - Revise Sequence (Newport and Graham)
 - BM Major in Music, Jazz Studies Sequence - Revise Sequence (Newport and Graham)

Undergraduate Certificate Guidelines

Purpose statement (Curriculum website copy):

Undergraduate certificates are a group of courses focusing on a specific area of knowledge or competency designed to provide professional development and career advancement opportunities, to broaden career options, or to enhance an individual's skills or education as part of the process of life-long learning.

Undergraduate certificates will contain a minimum of 9 credit hours and a maximum of 17 credit hours. Certificates are established through the university curriculum process and program requirements are outlined in the Undergraduate Catalog.

Certificates are to be designed for students outside the major/minor in which the certificate resides. However, there will be exceptions. Certificates should not duplicate major requirements.

Admissions:

- Student will apply for a certificate using a similar application as a visiting student, including applicable acknowledgements.
- Internal ISU students will complete the standard admissions application to apply for a certificate.
- Fees:
 - Internal certificate admissions application = \$0
 - External certificate admissions application = \$55
 - Internal certificate completion application with a bachelor's degree = \$0
 - Internal certificate completion application = \$25
- No FTIC's may apply for a cert until after they have completed one semester of coursework.
- Transcripts are not required for application to the certificate.
- The department will be responsible for reviewing transcripts for course(s) that could be a pre-requisite for a required course or transferred into the certificate program. No transcript review through the Office of the Registrar will be completed unless requested by the department.

Office of the Registrar:

- There is no time limit to complete an undergraduate certificate. If students stop taking courses, they must be readmitted to the certificate and placed in the appropriate catalog year.
- The UGRD student's Program/Plan would be discontinued after one term of no enrollment activity.
- Students enrolled in a bachelor's degree program (UGRD 0) and a certificate (UGRD 1) will be assigned a separate career number.
- All current GPA rules apply and all courses taken in the UGRD career count towards the cumulative GPA; students who earn an UGRD degree and then return to pursue the UGRD Certificate will begin with a 0.0 GPA. A student must have a 2.0+ GPA to be awarded a certificate. Departments/schools may establish additional completion requirements such as C or better in all courses required for the certificate.
- Regular GPA requirements are in effect. A student must have a 2.0+ GPA to be awarded a certificate. Departments/schools may establish additional completion requirements such as C or better in all courses required for the certificate.
- Coursework completed prior to the start date of the certificate cannot be used to complete a certificate.
- Undergraduate certificates will not be noted in the commencement booklet and students completing only a certificate will not participate in commencement activities.
- Students who complete their degree requirements and graduate, may not retroactively request a certificate for their completed coursework. A certificate may be awarded post baccalaureate if the student is still taking courses to complete requirements for the certificate or begins a new certificate after receiving their baccalaureate degree.
- Certificate only students are not eligible for federal financial aid as the program will not be longer than a calendar year.
- Certificates may be completed using courses with P/NP grades.

Curriculum/Catalog:

- Certificates will begin with the 2025-2026 catalog year.
- A student may only substitute one course per certificate. Reoccurring substitutions should be reflected through curriculum changes to minimize the petitions submitted.
- Review of certificate programs will occur concurrently with the 8-year program review cycle.
- Departments will be strongly encouraged to remove pre-requisites or to build pre-requisites into the certificate.
- Certificates require financial implications form when beginning the curriculum process.
- Students will follow the catalog year they start the cert. The certificate catalog year and major catalog year could be different.
- There is no limit to the number of courses that students may use towards an undergraduate certificate program that are also counting towards their major. However, certificates should not duplicate required content within the major without significant justification.
- Students may transfer in courses towards the certificate, but a majority of the coursework to complete the certificate must be taken at ISU.
- Certificates can only be awarded to actively enrolled students.
- Certificates will be reviewed every 5 years through the Undergraduate Curriculum Committee. Certificates with an average of fewer than 3 completers per year are subject to deletion.