

POLICY ON PRE-BACCALAUREATE CERTIFICATES

The University of North Carolina at Greensboro

Approved by Undergraduate Curriculum Committee on February 4, 2022

1. Purpose

This policy establishes the pre-baccalaureate certificate as a credential offered at UNCG. Pre-baccalaureate certificate programs signify that a student has reached a standard of knowledge about a certain vocational or professional subject or are competent in a particular skill. A certificate is awarded to a student upon completion of a set of credit-bearing courses and reflects a student's mastery of a prescribed set of learning outcome(s) achieved within those courses. In addition, the pre-baccalaureate certificate can aid in student motivation and persistence.

2. Scope

All undergraduate baccalaureate degree programs may create pre-baccalaureate certificates in their discipline and administer them within that department. Interdisciplinary certificates may also be developed and may be administered within a department or unit. The courses that contribute to a certificate must result in specific knowledge or skills, and the certificate must have stated and assessable student learning outcomes. Pre-baccalaureate certificates must comprise a minimum of 12 credits. Pre-baccalaureate certificates may consist of courses from multiple disciplines.

3. Definitions and Roles and Responsibilities

3.1 Definitions

3.1.1 Certificate Program: A certificate program is a formal program of courses and other related experiences in a field of specialization. A Certificate can be earned in recognition of a professional credential, or competence in a skill, practice, or field of study. A Certificate is an academic credential and carries academic credit.

3.1.2 Pre-baccalaureate: Pre-baccalaureate indicates the credential comprises only undergraduate-level courses.

3.2 Roles and Responsibilities

Program/department: Certificate proposals are identified, proposed, and delivered by the faculty in a program or department offering the curriculum for the pre-baccalaureate certificate.

Office of Assessment, Accreditation, and Academic Program Planning: Certificate proposals are reviewed by OAAAPP for compliance with UNC System and accreditation policies and practices.

Curriculum Committees: Certificate proposals are reviewed and approved through the established program curriculum review processes at UNCG, involving department, unit and Undergraduate Curriculum Committees.

University Registrar's Office (URO): The URO ensures that certificates are set up in University systems to track and clear students for program requirements, defines certificates in the University Catalog, and awards credentials on behalf of the University.

4. Policy

4.1 Pre-baccalaureate Certificates

4.1.1 Faculty propose pre-baccalaureate certificates through the same curricular review process as other undergraduate academic programs.

4.1.2 Pre-baccalaureate certificates must contain no fewer than 12 credit hours.

4.1.3 The curriculum of a pre-baccalaureate certificate reflects the courses a student needs to successfully complete in order to master a set of learning outcomes. Taken together, these courses offer students the opportunity to learn a more specialized set of knowledge or skills within the major or concentration.

4.1.4 Students may seek pre-baccalaureate certificates in addition to their baccalaureate degree programs. Students are responsible for understanding the Financial Aid implications associated with adding a pre-bacc certificate to any baccalaureate degree and assuming any financial obligations.

4.1.5 Pre-baccalaureate certificates are reported to the UNC System and other external agencies according to their approval and data reporting requirements.

4.1.6 Students must apply to the University Registrar's Office to be awarded the pre-bacc certificate after completing all the required coursework. Certificates are recorded on a student's transcript.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

This policy does not apply to minors, professional certifications, or graduate certificates, which differ from undergraduate certificates.

5. Compliance and Enforcement

Creation of pre-baccalaureate certificates are overseen by the Undergraduate Curriculum Committee and the Office of Assessment, Accreditation, and Academic Program Planning.

6. Additional Information

6.1 Supporting Documents

· N/A

6.2 Related Policies

· N/A

6.3 Resources

· curriculumguide.uncg.edu

6.4 Approval Authority

Provost, Faculty Senate, Undergraduate Curriculum Committee

6.5 Contacts for Additional Information and Reporting

· Undergraduate Curriculum Committee

· Dean of Undergraduate Studies

· Office of Assessment, Accreditation, and Academic Program Planning

- University Registrar's Office