

Texas A&M University Certificates

Creation, Discontinuation, & Maintenance

- Certificates will no longer be posted to the transcript by memo as of August 31, 2017.
- Certificate requirement changes, new certificates, or requests to discontinue certificates should be submitted through the curricular approval request system (CARS).
- Certificates shall require a minimum of 12 credit hours. A certificate proposed with fewer than 12 credit hours requires a strong academic justification and must have the support of the proposing department and college.
- Office of the Registrar will not build certificate program and codes until all approvals have been obtained.
 - For programs not seeking financial aid eligibility, final approval is either the Office of the President, the Texas Higher Education Coordinating Board, if the certificate exceeds the credit hour thresholds (15 for graduate, 20 for undergraduate), or the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) if the certificate is of a significant departure from previously approved programs.
<http://www.sacscoc.org/SubstantiveChangeFAQs.asp>
 - For programs seeking financial aid, approval is also needed from the US Department of Education and will be communicated to the Office of the Registrar from Scholarships & Financial Aid.
- Students should not be admitted to a certificate program before it has received all approvals.
- Office of the Registrar will build a unique major code (STVMAJR) for each approved certificate based on certificate name. Certificate program codes (SMAPRLE, SOACURR, SZVMCIP, SFACPLR) will utilize the following naming convention (where 'XXXX' is the major code):
 - UCT-XXXX Undergraduate, non-financial aid eligible certificate
 - UCT-XXXX-XDE Undergraduate, non-financial aid eligible, distance education certificate
 - GCT-XXXX Graduate, non-financial aid eligible certificate
 - GCT-XXXX-XDE Graduate, non-financial aid eligible, distance education certificate
 - CTU-XXXX Undergraduate, financial aid eligible certificate
 - CTU-XXXX-XDE Undergraduate, financial aid eligible, distance education certificate
 - CTG-XXXX Graduate, financial aid eligible certificate
 - CTG-XXXX-XDE Graduate, financial aid eligible, distance education certificate
- Office of the Registrar (Curricular Services) will build a degree evaluation based on requirements defined in certificate approval documents. These requirements, similar to degree program requirements, will apply to a catalog year and can be modified each year through the curricular approval process.

Tracking & Awarding

- Certificate programs will appear on each student's record as a separate curriculum record, regardless if the certificate is considered stand-alone, degree-dependent, or major-dependent.
- The Office of the Registrar will ensure through the awarding process that major-dependent certificates are awarded concurrently with the respective degree program.
- Students may pursue multiple certificate programs concurrently. However, including a student's degree program(s), a student may not pursue more than five programs of any kind concurrently.
- Colleges/departments admitting students into certificate programs will add the appropriate program code to the student's curriculum record.
- The UAS workflow will be modified to accommodate submitting adjustments and exceptions for certificate programs. Certificate program staff will be designated for authorization to submit these requests.
- Students will need to submit a degree application in Howdy for certificates to be awarded. This should be done during the term in which the student will complete certificate requirements.
- Office of the Registrar will award certificates no more frequently than the last calendar day of each month. Major-dependent certificates will be awarded once the degree is conferred. Standalone and degree-dependent certificates can be awarded at the end of the month in which all requirements are met.
- All University certificates will be awarded using a consistent credential with a format similar to, but distinct from the diploma of Texas A&M University.
- All University certificates will be issued by the Office of the Registrar and will contain the signatures of the University President and the Chair of the Board of Regents, similar to the diploma.
- University certificates will either be mailed directly to the student or issued to the college for formal presentation.
- Office of the Registrar will provide official verifications of certificates awarded under these standards.