

UNIVERSITY OF WYOMING

Certificates

This policy was adopted by the Academic Deans and the Vice President for Academic Affairs in August 2001.
Revised February 2006.

A certificate signifies completion of study in specialized and technical areas related to jobs and professional practice. Certificate requirements can range widely and may include course work, required projects, experiential learning, completion of internships or practica, attendance at meetings or symposia, or demonstrated competency.

The University of Wyoming recognizes two different types of certificate programs, those that require credit-bearing academic coursework and those that do not.

Non-Credit Certificate Programs – Any entity under the auspices of the university may develop and administer a certificate program. Certificate programs that do not require academic coursework may be developed, administered, and implemented with approval by the sponsoring Dean. Coordination with the Outreach School is required.

Credit Certificate Programs – Any academic unit may propose a credit certificate program. These programs require academic coursework and will carry the designation “University Certificate in...”.

- A. Academic unit(s) sponsoring these certificates will submit a proposal with the following information:
 - a. Rationale and need for the certificate (including any supporting agencies or societies).
 - b. Description of requirements.
 - c. Identification of any new resources required for program implementation.
 - d. Requirements for acceptance to the certificate program.
 - e. Academic contact person for certificate administration.
- B. After appropriate department and college review, and for graduate credit bearing certificates review by the Graduate Council, proposals will be submitted to the Provost and Vice President for Academic Affairs for the approval by the Deans Council (Deans of the academic colleges, libraries and outreach).
- C. The Vice President for Academic Affairs will forward approved proposals to the Registrar, indicating that the certificate may be entered on student transcripts when the student has satisfied the certificate requirements.

Other Details:

- A. Persons who wish to enroll in a credit-bearing certificate program must be admitted to the

University of Wyoming. If not already enrolled in a degree seeking program, candidates must be admitted in non-degree seeking status to obtain a certificate.

- B. Certificate fees may be non-course related, and can be peculiar to a given certificate program.
- C. Certificates can be derived from hours taken for other purposes (e.g. bachelor's or graduate degrees or when a student is in a non-degree status). Credits applied towards certificates must be taken after the approval of the certificate program.
- D. Certificates for which academic credits are required will be listed on the transcript.
- E. Certificates will be documented and posted to the transcript by the Registrar upon completion of the required coursework. Awarding of graduate certificates will be documented by the Graduate School upon completion of the required coursework.
- F. A listing and essential details of all credit-bearing university certificates will be published in the UW Graduate Bulletin and the UW General Bulletin.
- G. University certificate programs that are restricted to post baccalaureate study will carry the title "University Graduate Certificate".