Guidelines for Certificate Programs

- 6 h credit hour minimum for “imbedded” certificate programs (i.e., certificate programs that are only offered to TCU students enrolled within the degree program offering the certificate)
- 9 h credit hour minimum for certificate programs admitting TCU and non-TCU (non-degree seeking) students. However, TCU credit hours, but not credit from non-TCU courses, may be counted towards certificate program.
- Programs are not prevented from allowing non-TCU students to apply to certificate programs as non-degree seeking students (non-degree seeking students will be allowed to take above the maximum number of credit hours allowed for non-degree seeking students if enrolled in a certificate-program)
- Programs not meeting the minimum requirements will not be considered “certificate” programs or marketing of the program must indicate that the certificate will not appear on the transcript
- Artist Diploma will not be labelled a “certificate” program and will continue to be administered as it is within the discipline
- Update catalog descriptions and degree plans as necessary
- Approval of new certificate programs must follow process outlined for approval of new programs