

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Certificates (number AP1122)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Revised: 4/21/11 (approved by Chancellor)

I. Background and Purpose

- 1.1 Students who complete credit bearing certificate programs currently have no record of that accomplishment noted on their transcript.
- 1.2 Such acknowledgment on the transcript would serve as an official record, thus eliminating any question of when and if such a certificate was actually awarded. The official acknowledgement of that achievement would further benefit both the student and the institution because the value of a University of Wisconsin-Superior academic record would be enhanced by this recognition.

II. Constraints

- 2.1 Will require Certificate graduates to apply and pay a graduation fee.

III. Definitions

- 3.1 See below.

IV. Policy Statements

- 4.1 To be awarded a certificate for completion of a credit-bearing certificate program, students must complete an application for a certificate after completing all requirements as listed in the catalog under which the student will graduate.
- 4.2 Students must have a minimum GPA of 2.0, and complete an application for a certificate. Certificates are posted on official transcripts.

V. Policy Procedures

- 5.1 Student ensures his/her anticipated graduation term is correct in E-Hive.
- 5.2 Student completes a Credit-Bearing Certificate Program application for graduation and submits with \$20 fee to the Coordinator of the certificate program.
- 5.3 Certificate Coordinator brings the completed application and fee to the Bursar's Office. Bursar writes the receipt number on the application and returns it to the Certificate Coordinator.
- 5.4 The Coordinator sends a copy of the completed Credit-Bearing Certificate Program application to the student's academic advisor.
- 5.5 The academic advisor reviews the student's transcript for compliance with program requirements.
- 5.6 If the program requirements are satisfied, the advisor notifies the Certificate Coordinator in writing.
- 5.7 The Coordinator signs the Credit-Bearing Certificate Program application indicating all requirements have been met and the fee has been paid, and submits the signed application to the Registrar's office.
- 5.8 The Registrar's office posts the certificate to the student's official transcript
- 5.9 Continuing Education prints a certificate, and mails it to the student after it is signed by the appropriate program administrators.

VI. Compliance

- 6.1 Approved by UAAC (4/12/11), Faculty Senate (4/19/11) and Chancellor Erlenbach (4/21/11)
- 6.2 No Consequences
- 6.3 No Required Reporting