**CERTIFICATE DEGREE PLAN TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Name** | **Degree Type** | **Department** | **Catalog Year** |
|  |  |  | **2020 - 2021** |

|  |
| --- |
| **CERTIFICATE** |
| A certificate is a designated area of study in a specific academic or technical field that can support a student’s educational and career goals. Certificates can be embedded or stand-alone. Embedded certificates require students to be concurrently enrolled in a specific major or degree with the degree and certificate being earned at the same time. Stand-alone certificates are taken by non-degree seeking students and only the certificate is awarded. Not all stand-alone certificates will be eligible for financial aid. Per, Texas Administrative Code, CB Rules, Chapter 5, Subchapter C, Section 5.48, any certificate program above 21 hours for which UTRGV does not already offer an undergraduate degree must be approved by the THECB. This does not apply to teacher certification programs. Certificatesare identified on the university transcript at the time of graduation. The certificate should include no hidden prerequisites.  |
|  |

|  |
| --- |
| **Total Hours for Graduation** |
|  | XX credit hours  |

|  |
| --- |
| **Certificate Admissions Requirements** ***Certificate admission requirements are any requirements beyond the institutional requirements to be met to be admitted to the program.*** *Program admission requirements are typically used when the program requires a separate application for admission to the program. This application process is above what is required at the institutional level and can occur as early as the freshmen year and anytime beyond (e.g., after earning 30 credit hours towards the degree). Unlike the institutional admission process, the program admission process is owned by the college, department or program.* |
| 1. List specific admission requirements required for this program beyond university admission requirements.
 |
|  |
| 1. Describe the application process, timeline for admission and office/department responsible.
 |
|  |
| **Certificate Progression Requirements*****Certificate progression requirements are included when programs are sequenced and structured in a manner that requires completion of certain courses with specific grades before advancing to the next sequence of courses. Can also include other benchmark requirements that prohibit progression in the program if not met.*** |
| 1. List specific progression requirements required for this program.
 |
|  |
| 1. Describe the progression monitoring process and office/department responsible.
 |
|  |
| **Certificate Graduation Requirements*****Certificate graduation requirements are included when graduation requirements differ from institutional requirements (e.g., GPA in the minor greater than 2.5).*** |
| 1. List specific graduation requirements required for this program beyond university requirements.
 |
|  |

|  |
| --- |
| **Checklist for Minimum Institutional Requirements**  |
| **Institutional requirements are minimum standards to be met by every certificate degree seeking student at UTRGV.** Certificate requirements may exceed the institutional requirements. Students pursuing the Certificate in Jazz Studies must meet the following minimum institutional requirements for a certificate and any others identified in the undergraduate catalog. Students are accountable for knowing whether their program exceeds the minimum institutional requirements. |
|  | Minimum Certificate GPA of 2.0 (minor may require a higher GPA) |