

Amendments to PPM 4-1-III (additions/alterations in red, original text in black) (approved unanimously by ASSA Committee on 11-17-16)

III. General Requirements for Institutional Certificates

Course work for Institutional Certificates is designed for career and technical education purposes, or for professional development in a specific academic discipline. The types of Institutional Certificates are:

- Certificate of Proficiency
- Certificate of Completion
- Graduate Certificate
- Departmental Certificates

A. A minimum of 10 semester credit hours must be completed in residence at Weber State University. Military credit, special examination, experiential credits and credits awarded by department decision do not qualify for residential hours.

B. Requirements for Institutional Certificates are further described in the ~~department listings in the university catalog~~ University Curriculum Policy & Procedures Manual 2-2, and the Utah State Board of Regents Policy R401.

C. Students are not awarded diplomas for completing Departmental Certificate programs. Students enrolled in all other Institutional Certificate programs are awarded diplomas indicating they have completed the requirements of Institutional Certificate program.

D. Students enrolled in Institutional Certificate programs may need to meet additional credit hour requirements in order to qualify for financial aid and should check with the Financial Aid Office (Curriculum PPM 2.2.2).

E. At the discretion of an academic department, credits earned as part of an Institutional Certificate may be applied to a degree program offered by the academic department (Curriculum PPM 2.2.1).