



ROLLINS COLLEGE POLICY

Title: Guidelines for CLA Undergraduate Academic Certificate Programs	Type	Academic
No: AC 2013	Approval Date: 3-18-2024	
Responsible Office: VPAA/Provost; Deans of College of Liberal Arts and Holt	Reviewed by: Dean, CLA, 1-30-24; Dean, VPAA/Provost, 1-30-24; CLA Curriculum Committee, 2-13-24; CLA Executive Committee, 2-29-2024; CLA Faculty, 3-7-2024; President’s Cabinet, 3-18-2024; Approved By: President, 3-18-2024	
Next Review: 2029-2030	Revision No:	

I. Purpose/Introduction/Rationale

An undergraduate certificate allows students to explore an area of interest, develop specialized knowledge outside of a major or minor, and receive acknowledgement for their learning. While Academic Undergraduate Certificate Programs are not degree-bearing, they may earn academic credit, are designated on a student’s official transcript, and are as much a reflection on Rollins’ quality of education as any other assemblage of courses. As a result, careful consideration should be given to the creation of a new certificate program based on need and interest and how it fits into Rollins’ educational portfolio. These guidelines are intended to provide guidance and consistency for the development and management for non-degree undergraduate certificate programs in the College of Liberal Arts (CLA).

Data from the National Student Clearinghouse Research Center’s “Stay Informed with the Latest Enrollment” report highlights a growing preference among college students for undergraduate certificate programs. These learning experiences may help students better understand the value of exploring topics outside a major/minor and can provide guidance for advising students to fully embrace the liberal arts through a variety of courses and experiential learning pathways. Certificates can have considerable value in communicating a student’s competence in addressing specific learning goals and do not need to be accredited or endorsed by a professional organization.

II. Definitions

Undergraduate Certificate Program. A cluster of related credit-bearing courses and potential co-curricular/experiential activities that constitute a coherent body of study and engagement within a discipline or set of related disciplines.

III. Procedure or Application

Curriculum. A Rollins Undergraduate Certificate (“Certificates”) will acknowledge completion of a specified set of learning goals and typically comprises between 12 and 20 credit hours (less than a minor). Certificates may also include required co-curricular and/or experiential learning components, typically comprising no more than one-third of the requirements for the certificate and the expectation for total learning hours including courses and co-curricular and/or experiential components should remain less than the expectations for a standard minor. Normally, certificates will culminate in a 300- or 400-level course or other high impact practice, such as a field study, research project, portfolio, or internship. Faculty are encouraged to utilize innovative pedagogical strategies in their development of certificates.

- A. Methods of Instruction.** Instructional delivery of Certificates should be made via the same format as all other courses offered by CLA: face-to-face and/or hybrid instruction of not more than 49-percent distance education.
- B. Academic Regulations.** Certificates may include courses that are a part of an academic program or courses created specifically for the Certificate. Coursework used for a Certificate may be used to fulfill requirements for Rollins’ degrees. Issues related to transfer credit, coursework completed prior to entering the Certificate program, and expiration of the program of study, will be consistent with other programs in the respective academic unit.
- C. Student Eligibility.** Undergraduate degree-seeking students in CLA may complete one or more Certificates in a specialized field within their major or in another field that enhances their career and/or academic interests.

- D. Program Oversight.** Each Certificate program shall have a designated and appropriately credentialed program coordinator who is responsible for administering the program, ensuring the quality of its educational offerings, completing assessment of student learning outcomes (DoL system reporting), and meeting the needs of students.
- E. Approval and Review.** As for all degree programs, creation of all new Certificate programs, as well as changes to or closures of existing Certificate programs, must follow proposal and approval processes detailed in College Policy [KI 1003 Creation-Revision of Academic, Non-Credit, Collaborative Programs](#). These processes include preparation of a detailed proposal, Vice President for Academic Affairs and Provost (VPAA | Provost) New Program Approval Cover Sheet, a three-year financial proforma, and a Demonstration of Learning (DoL) assessment of student learning outcomes plan. Approvals by the sponsoring department(s)/programs(s), Dean, VPAA | Provost, as well as appropriate faculty governance bodies, the President’s Cabinet, and the College President, are also required. Though Board of Trustees approval is not required for Certificate programs, the VPAA | Provost will notify the Education Committee of the Board of Trustees of the new offering.

No public announcement of new Certificate programs, acceptance of applications, or student enrollment may be undertaken until all internal review processes are complete and all necessary notification or approval documentation has been transmitted to the College’s institutional accreditor, SACSCOC.

IV. Related Policies

[KI 1003 Creation-Revision of Academic, Non-Credit, Collaborative Programs](#)

V. Appendices/Supplemental Materials

Not applicable.

VI. Effective Date

This policy is effective March 18, 2024, and supersedes all previously issued versions.

VII. Rationale for Revision(s)

Not applicable.