Transcripted Certificate Guidelines

ESTABLISHING A TRANSCRIPTED CERTIFICATE

Transcripted certificates may provide unique opportunities for students to pursue applied approaches to subject matter than are offered by traditional approaches associated with majors and minors.

Transcripted undergraduate certificate programs will include a curricular core of at least 12 hours, with the majority of these hours upper division, and may include prerequisite requirements and a GPA requirement. Curricular requirements may consist of coursework and experiences from a combination of academic units. Additionally, the proposed transcripted certificate program shall have a parent degree program with established courses. Please see the UM System Transcripted Undergraduate and Graduate Certificate Process Outline for additional information. A PC Form must also be completed for submission to MDHE.

The academic unit offering a transcripted undergraduate certificate is responsible for providing participating students with advising and other support services; the academic unit is also responsible for maintaining students' files, assessing their progress and notifying the University Registrar of students' successful completion. Completion of a university approved undergraduate certificate program will be noted on a student's transcript at the end of the term in which all of the undergraduate certificate program requirements have been completed. Undergraduate certificates must be awarded simultaneously with an undergraduate degree.

**To comply with the Federal Gainful Employment Reporting and Disclosure mandates (Department of Education), academic units offering academic certificates must:**

1. Maintain a link from the academic unit website describing/referencing the undergraduate certificate to the “Gainful Employment – Undergraduate/Graduate Certificate” page on the Provost’s website
2. Must have link to “Gainful Employment – Undergraduate/Graduate Certificate” page on all printed and electronic advertisement of the certificate program
3. Report annually to Institutional Research, graduate employment status for each person completing the certificate program – these data are collected by the academic unit and reported to Institutional Research

See the Director of Financial Aid to submit document for review and approval by the Federal Department of Education.

All proposals must be completed via the UMKC Program Management System at http://nextcatalog.umkc.edu/programadmin.