A certificate may be used to recognize that a student has completed a defined program of specialized cohesive study consisting of for-credit UF courses, and any other valid additional experience such as internships and international exchanges. Students may earn a certificate in a particular field of study within their academic major, or enhance their major by pursuing a program that complements their major or career interests. Certificates may also be used by non-degree seeking students to pursue personal and academic interests, and to enhance opportunities for employment and admission to graduate and professional schools. Completion of university-approved certificate programs will be noted on student transcripts. Undergraduate and professional certificates shall require a minimum of 9 credits in UF courses.

1. Any such organized, for-credit curriculum (including those taken by non-degree-seeking students and offered by self-funded programs) must be approved by the University Curriculum Committee (for undergraduate and professional Certificates) or by the Graduate Council (for graduate Certificates) using the appropriate form on the approval system “approval.ufl.edu”.

2. Organized programs of study that do not involve UF for-credit courses do not need to seek approval. However, they may not be termed UF Certificates (for example, some Continuing Education programs/courses) and may not bear the official UF seal. Such programs may be referred to as “Certificates of Completion”.

3. Certificates currently offered for UF credit must go through the approval process described above by December 31, 2012 in order to remain active.

4. If a certificate program includes courses common to a minor or another certificate program, at least nine credits in the certificate program must not be included in the minor or other certificate program. That is, each certificate program must contain at least nine credits of coursework that are unique to that program out of all other certificate programs and minors. Coursework used to fulfill the requirements of a certificate program may also be used for an undergraduate or professional major.

5. Certificate programs must contain at least six credits of letter-graded coursework and each such course must be passed with a minimum grade of C.

6. Colleges shall require an application for all students (degree-seeking, non-degree-seeking, or post-baccalaureate) wishing to pursue a certificate program. The application must be approved by the academic unit offering the certificate and the college dean or the dean’s representative.

7. Certificates awarded after successful completion of an approved program will be posted to the academic transcript. Comments posted to the transcript will be titled “Undergraduate (or Professional) Certificate in....”

Office of the Provost

June 10, 2011
8. Descriptions of approved certificates will be included in the appropriate university publications and websites. Curricular changes (including terminations) to these certificate programs must be approved by the UCC.

9. The Office of the University Registrar (OUR) will develop a template that will need UCC approval. The OUR will then use the template to produce all certificates for students completing certificate programs.