

<https://catalog.ufl.edu/UGRD/certificates/>

Each certificate ~~program~~ [awarded to a student](#) must have at least nine credits that are distinct from every other certificate or minor [for that student](#). That is, certificates must contain at least nine credits of coursework that are unique to that program out of all other certificates and minors [awarded to the student](#). All courses required must be completed with minimum grades of C or S in each course. The undergraduate certificate does not require completion of graduate courses. [A student may not earn a certificate](#)

[if all courses required for successful completion of the certificate program are also required by the student's major for successful completion of the Degree.](#)

[Excerpted from the Certificate Policy](#)

For each individual certificate, the following edit is proposed:

ABOUT THIS PROGRAM

- **College:** [Herbert Wertheim College of Engineering](#)
- **Credits:** 10 | Completed with minimum grades of C

Certificates must ~~contain at least nine credits of coursework that are unique to that program out of all other certificates and minors~~ [comply with the Certificate Policy](#).

MEMORANDUM

To: Academic Affairs
From: Gillian Lord, Associate Dean (CLAS) and Director of CLAS Academic Advising Center
Date: 26 January 2024
Subject: Revision of unique credit hour policy for certificates

On behalf of the Advisory Council for Undergraduate Affairs, we are proposing a revision to the wording and interpretation of a policy related to undergraduate certificates due to the fact that this policy is not only confusing and virtually impossible to enforce, but also that common practice for the past several years has not been in line with the stated policy due to misinterpretation.

The [Catalog](#) states: "Each certificate program must have at least nine credits that are distinct from every other certificate or minor. That is, certificates must contain at least nine credits of coursework that are unique to that program out of all other certificates and minors." However, elsewhere, it is possible to find wording that interprets the policy differently, reflecting the original implementation and interpretation. For example, the [Academic Approval site](#) states: "Each certificate awarded to a student must have at least nine credits that are distinct from every other certificate or minor for that student. That is, certificates must contain at least nine credits of coursework that are unique to that program out of all other certificates and minors awarded to the student."

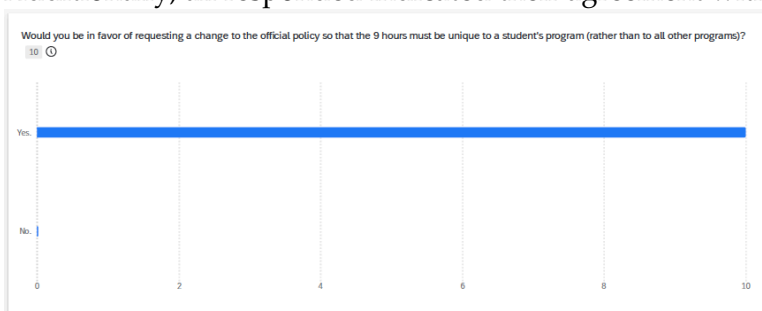
A discussion at the January 2024 ACUA meeting revealed that undergraduate colleges have been following the latter interpretation of the policy (likely based on when that had been the interpretation in effect). In other words, colleges and advisors have been verifying that each *student* has nine unique credit hours in the certificates they are pursuing. Further, anecdotal evidence indicates that certificates have been approved that do NOT have 9 credits unique from all other certificates. I know from my own experience trying to identify course overlaps that it is virtually impossible to do a search for certificates that require X, Y, and Z courses, which explains why the college and university curriculum committees might approve these programs with potential overlaps. The general understanding and practice clearly have been that the intent is to prevent a student from using too many credits for the same degree or program.

After the ACUA meeting, a survey was sent to the relevant Associate Deans for the undergraduate colleges and other members of ACUA. Out of 10 completed responses

received, 100% indicate that their interpretation has been that the unique hours requirement relates to the student and not the program.



Additionally, all responded indicated their agreement with requesting this change:



Therefore, on behalf of ACUA, I am requesting a change to the [current policy](#), as indicated here:

Each certificate [program-awarded to a student](#) must have at least nine credits that are distinct from every other certificate or minor [for that student](#). That is, certificates must contain at least nine credits of coursework that are unique to that program out of all other certificates and minors [awarded to the student](#). All courses required must be completed with minimum grades of C or S in each course. The undergraduate certificate does not require completion of graduate courses.

Thank you.