

Certificate Programs Enrollment and Awarding of the Credential

The following policies are being recommended for credit-bearing certificate programs to 1) ensure the timely recording of the certificate credentials to the academic record; 2) establish a recency of credit for courses used towards a certificate program (when one does not exist); and 3) establish a maximum number of transfer credits (if one does not exist).

Declaring a Certificate and Deadline for Conferral

Students should declare their interest in pursuing a certificate as early as possible during their enrollment at Florida Atlantic University. Undergraduate students would connect with their academic advisors to discuss enrollment in courses that lead to a certificate to ensure that the enrollment would not affect their timely graduation. Graduate students must officially apply to the academic department managing the certificate program.

Upon completion of all coursework associated with the certificate, students must submit an application for degree/certificate to their college (graduate students must submit the application to the Graduate College). The latest a student can request the awarding of the certificate would be:

- the last term of enrollment in the certificate program; or
- the last term of enrollment in a degree program for students concurrently enrolled in both a certificate and degree program.

Students may not re-enroll (as either degree seeking or non-degree seeking) to request a certificate in which previously earned credits constituted the completion of the certificate.

Recency of Credit

Students not concurrently enrolled in a degree program must complete all coursework towards the certificate no later than 5 years from initial enrollment in coursework that is applicable to the certificate. Degree-seeking students must complete certificate coursework within 10 years of the initial enrollment in coursework that is applicable to the certificate. Individual colleges/departments may establish more strict requirements for recency of credit.

Transfer Credit

Upon approval by the academic program, students may apply up to 25 percent of credits earned at another institution towards their certificate*. Coursework applicable towards a student's undergraduate or graduate degree program may be allowed to also count towards one certificate**. Students may not concurrently use the same credit towards more than one certificate. Individual colleges/departments may establish more strict requirements for transfer credit.

* Most certificate programs at the university consist of 12 credits. This would generally restrict the student to one transfer course towards the certificate program.

**The College of Business (Hospitality Management program) allows a student to have their bachelor's degree credit count towards up to three certificates.