

**Certificate Programs
Enrollment and Awarding of the Credential**

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 should consult 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, no more than 25 percent of the credits required for the certificate can be transferred from another institution. Individual colleges/departments may establish more strict requirements for transfer credit.

Concurrent Application of Credits

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.

Approved by:

Date:

University Registrar: Brian R. Hodge

9-3-20

College Curriculum Chair: _N/A_

College Dean: _N/A_

UUPC Chair: Jerry Haky

9-15-20

Undergraduate Studies Dean: Edward Pratt

9-15-20

UFS President: _____

Provost: _____
