

**Recommendation to Senate Council on Undergraduate Certificates**  
**Report by Jeannine Blackwell, Interim Associate Provost of Undergraduate Education**  
**March 10, 2009**

At the request of Senate Council, Undergraduate Council investigated the institution of an undergraduate certificate at the University of Kentucky. I appointed an ad hoc subcommittee which reported on March 3, 2009. Subcommittee members were: David Hamilton, chair, Deanna Sellnow, and Bill Gustashaw. Council unanimously affirmed the following recommendations:

**UK should adopt the undergraduate certificate.** This plan of study will help us attract high-end students who are interested in emerging fields and interdisciplinary studies. These certificates differ from a minor in that the minor is a subset of an existing major, usually in one discipline. At UK the minimum number of hours required for the minor is 18. The undergraduate certificate should be interdisciplinary, to distinguish it from the minor.

Further, Undergraduate Council recommends that the undergraduate certificate have these requirements:

- a minimum of 15 credits of coursework above the 100 level
- 12 credits or more at the 300 level or above
- no more than 60% of the curriculum taken in one department
- Must earn a C or better in each course

Undergraduate Council recommends that the administrative and academic structure of the undergraduate certificate follow the model of the Graduate Certificate where possible:

<http://www.research.uky.edu/gs/GradCertGuidelines.html>

Among those requirements:

- There must be a designated faculty director of the certificate
- There must be a designated faculty associated with the certificate
- Admission can come at any time during the student's undergraduate career
- Courses taken previous to admission to the certificate can be counted
- The director approves the individual curricula and informs the Registrar when the certificate is complete and may be awarded
- The certificate is to be posted on the transcript in the same form as a minor
- The certificate will not appear on the diploma, but a paper certificate may be awarded, signed by the Associate Provost of Undergraduate Education and the Certificate Director.
- The certificate should be reviewed periodically by Undergraduate Council. This review should follow the model of the Graduate Certificate review.

## Brothers, Sheila C

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**From:** Hager, Jacquie  
**Sent:** Wednesday, March 11, 2009 10:55 AM  
**To:** Brothers, Sheila C  
**Cc:** Witt, Don  
**Subject:** RE: undergraduate certificate

Sheila: We support this proposal. We are currently managing graduate certificates and so we can add undergraduate certificates to this as well. Thanks for letting us review.

Jacquie Hager  
Associate Registrar

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**From:** Brothers, Sheila C  
**Sent:** Wednesday, March 11, 2009 10:35 AM  
**To:** Hager, Jacquie  
**Subject:** FW: undergraduate certificate

Hi, Jacquie! Before this goes too much further, can you take an administrative/clerical look at this and let me know if this is okay with the Registrar?

When I hear back from you, I'll get this on a SC agenda and see what they want to do with it. I suspect it should go to the Senate's Admissions and Academic Standards Committee prior to a Senate vote.

Thank you,  
Sheila

*Office of the Senate Council  
Phone: (859) 257-5872*

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**From:** Blackwell, Jeannine  
**Sent:** Wednesday, March 11, 2009 10:10 AM  
**To:** Randall, David C  
**Cc:** Brothers, Sheila C; LaRoche, Adrea S.  
**Subject:** undergraduate certificate

Hi David,

Attached is the recommendation of Undergraduate Council for the adoption of the undergraduate certificate.  
Thank you!

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