

### **Professional School Certificate for Undergraduates and Non-Degree Students**

A Professional School Certificate enables a student to explore a specific area of professional study at the undergraduate level. The Certificate is offered under the direction of a professional school and is designed for undergraduates and non-degree students. A non-degree student must have a minimum of an associate-level degree. The admission to on-campus certificate programs will be performed through the Office of Undergraduate Admissions. The admission to off-campus certificate programs will be performed according to distance education admission policy. A Professional School Certificate must be comprised of a minimum of nine credit hours. To establish a Professional School Certificate, the originating department head, program director and dean should submit the following information to the Office of the Provost:

- Statement of rationale and any existing established need for the program. If the program is offered by a community college, explain why there is also a need to offer this certificate at UNC-Chapel Hill.
- Describe the demographics of the target student population for this program (degree-seeking UNC-Chapel Hill students, non-degree students, college-age, adult).
- Detailed description of the proposed program including its impact on campus resources such as classrooms and instructional personnel.
- If directed toward UNC-Chapel Hill degree students, specify if courses can be double-counted toward the student's major as well as the certificate, and describe why certificate is necessary beyond offering major options, concentrations, or minors.
- Admissions criteria.
- Three-year semester-by-semester projection of enrollments, course offerings, financial plan, and evaluation plan. Course and program evaluation should be a standard component of all certificate programs. Certificate programs should be reviewed at least every five years by the administrative board of the school.
- Identification of proposed Certificate Program Director, teaching faculty and membership of Advisory Board.
- Text for the undergraduate bulletin.

Students enrolled in the program must earn at least a "C" grade in each course to be awarded the certificate. Students who earn a "C-" or lower grade in any certificate course will not be awarded the certificate. Students may not transfer courses into the certificate program.

Programs must be approved at least six month prior to enrolling students. Once the Office of the Provost approves the certificate, it will advise the Office of the University Registrar. Recipients of a Professional School Certificate may have this award noted on their Carolina transcript.