

LAS Certificate Programs

Undergraduate certificates

LAS units wishing to propose a new undergraduate certificate should adhere to the following guidelines:

- 1) The certificate is determined to be the only program option that works for the unit's needs (vs. a major, concentration, track, or minor). Certificates are generally most appropriate for students across a variety of majors, and are generally designed to highlight a particular kind of expertise or narrower field of interest than a major or minor can communicate to employers, graduate schools, or other future professional audiences. If the goal of the certificate is to serve primarily students in the major, a transcriptable concentration or track within the major may be more appropriate.
- 2) Normally, certificates are made up of 3-4 courses and should normally be a minimum of 9 and a maximum of 15 hours. Certificates typically should also have at least one "core" course that all students take in common, much as in the design of a minor program.
- 3) The unit assumes responsibility for monitoring and advising students in the certificate program. If a certificate is interdisciplinary/crosses units, then it should be clear from the proposal which unit will be responsible for advising students.
- 4) The unit is responsible for communicating to students that the certificate will not appear on the official transcript, and that only individual courses will be listed on the student's record.

Proposals for certificates should be sent by the unit head to the LAS Dean's office, and will be reviewed by the LAS Courses and Curricula Committee. Please submit a proposal of no more than two pages (as a Word doc or PDF) to ritterk@illinois.edu, outlining the following:

- 1) A brief justification of the certificate, including what student population(s) the certificate will serve, and how it fits into the unit's existing curricular structures. In the case of an interdisciplinary certificate that crosses multiple units, please explain how the certificate relates to these units' existing curricular structures. If a certificate is designed for students in a particular major program, then please explain under what circumstances (if any) students outside that major can also complete the certificate.
- 2) An overview of the certificate requirements, including which course or courses are core/fixed requirements and which are options to be chosen from a list of courses.
- 3) If any courses listed in the certificate requirements are not owned by the unit (i.e., are cross-listed with other units being the primary owner of the course), please make note of consultation with said unit/s in the proposal, to ensure that they are aware of the certificate plan.

Graduate Certificates

The Graduate College provides information on transcriptable graduate certificates, which can be found at <https://grad.illinois.edu/faculty/certificate>. Generally departments who wish to create transcriptable grad certificates should consult with LAS as well as CITL before designing the certificate.

Departments should submit transcriptable certificate proposals to LAS via completion of the New Curricula document (<https://las.illinois.edu/faculty/curricula>) in order to begin the review process.

Non-transcriptable graduate certificates are also possible. Please follow the above guidelines for undergraduate non-transcriptable certificates in order to propose a graduate certificate of this type.