

CERTIFICATES

1. Structuring certificate programs and awarding certificates require appropriate academic authorization through the academic assembly and the provost. Except as indicated in #7 below, the focus of this policy is on printed documents bearing Seattle University's seal, issued after the completion of a specified series of courses. A simple letter certifying completion of a course is not considered a certificate and does not come under this policy.
2. Requirements for certificate programs are to be developed in regular curriculum format and documented in the *Undergraduate or Graduate Catalog* by the department having supervisory responsibility. Changes in certificate programs require the same academic approval clearances in effect for any degree program.
3. No division of the university is to award a certificate except through the approved procedure.
4. Students must apply to graduate from their certificate program and the certificate will be recorded on the official transcript when all requirements are complete.
5. The department supervising the certificate program bears the responsibility for seeing program requirements are met; changes or exceptions in course requirements must be documented by an approved "Petition for Exception to Policy".
6. The Office of the Registrar has the responsibility for auditing the record to see that the credits required have been completed prior to certifying the record and issuing the official certificate.
7. Seattle University does not issue formal certificates for completion of a short workshop or single course. When some learning experience other than a full certificate program needs to be certified, deans are authorized to prepare and issue a "letter of completion" to participants. No formal certificates or verifications are issued.

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