



ESTABLISHING FOR CREDIT UNDERGRADUATE CERTIFICATES

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Office of the Executive Vice President and Provost

Office of the Senior Vice Provost for Academic Affairs

Office of the Vice Provost for Educational Outreach

Office of Undergraduate Admissions

Office of the Registrar

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CONTEXT

ACADEMIC UNDERGRADUATE CERTIFICATES

What is an Undergraduate Certificate?

Academic undergraduate certificates are formal academic credentials that students apply for admission to, matriculate through, and complete in the same manner as undergraduate degrees. However, undergraduate certificate programs are easier to complete. They are generally between 12 and 29 undergraduate credits, similar to minors. Undergraduate certificates allow students to gain specialized skills and expertise, and enhance resumes and curriculum vitae.

Students may enroll in certificate programs either as a stand-alone educational experience to earn the credential, or as an additional credential earned while also working on an undergraduate degree.

Undergraduate certificate programs are a great option for students looking to learn about, and gain experience in a specialized area. An undergraduate certificate is a great opportunity to further a person's education and advance their career. It can also be a stepping stone into future undergraduate and graduate degrees. Undergraduate certificates can be earned concurrently with an undergraduate or professional degree, and credits may be approved towards an undergraduate degree program.

DESIGNING, DEVELOPING, AND PROPOSING ACADEMIC UNDERGRADUATE CERTIFICATES

Curricular Procedures

New Undergraduate Certificates and Changes to Existing Certificates

To establish a new undergraduate certificate program, a proposal must be prepared by the interested faculty and routed in accordance with the process outlined on the Faculty Senate Curriculum Committee and Academic Program Actions & Processes websites. Proposals to create new certificates must be approved by the Dean of the Appropriate College(s) or School(s) and the Senior Vice Provost for Academic Affairs.

The following documents should be uploaded to the proposal within Curriculog:

- [Certificate Financial Aid Reporting Form](#)
- Approved Three Year Academic Assessment Plan. This is available from [the UNLV Office of Academic Assessment](#).
- Two (2) letters of support that verify the appropriate faculty approvals, need for the program, and existence of necessary resources:
 - Chair/Director of the academic unit that will offer the certificate
 - Academic Dean

If a certificate will be offered outside of the United States, additional requirements must be met through the Office of Educational Compliance.

A certificate change proposal is routed through the same review processes and entered into Curriculog with the same uploads as a newly proposed certificate, as described above.

To be included in the Undergraduate Catalog and listed in MyUNLV for enrollment, changes must be approved by institutional deadlines established for each semester. Please note that the UNLV Undergraduate Catalog is the document of record for all UNLV undergraduate certificates. Any changes to a certificate, including admission requirements, academic requirements, and mode of delivery must be submitted as program change proposals in Curriculog.

Program evaluation for enrollments and completions will occur every four years. If a program is not enrolling and graduating enough students, the Office of the Senior Vice Provost for Academic Affairs may require an action plan to increase enrollments and graduations, or may ask for the deactivation or elimination of the certificate.

Approval by the Nevada System of Higher Education or the Board of Regents is *not* required for certificates under 30 credit hours, unless they provide preparation necessary to take state, national, and/or industry recognized certification or licensing examinations.

Upon official approval of a new undergraduate certificate program, a Provost Alert will be issued to the campus community, and a new academic plan code will be created in MyUNLV.

Existing Undergraduate Certificates

Existing undergraduate certificate programs will be legacy certificates in their current state. Changes to those programs will follow the procedure outlined above.

ADMISSION TO UNDERGRADUATE CERTIFICATE PROGRAMS

New undergraduate admission applicants can apply to a certificate program through the Undergraduate Admissions Application. Students may gain admission to a certificate program alone or in conjunction with a baccalaureate degree.

Non-degree seeking prospective students may apply directly to a certificate program using the appropriate undergraduate admission application. General admission requirements to certificate programs include a high school diploma or documented high school equivalency (GED, HiSET, etc.), or an associate's degree from an accredited institution.

Current undergraduate students may add a certificate to their program through their academic advisor.

A student who has earned entry to a certificate program and who desires entry to a bachelor's degree granting program, whether the certificate is completed in fully or only partially completed, must apply for admission to UNLV using the appropriate undergraduate application, and will be held to the standard NSHE Board of Regents criteria for Transfer Students (2.5 GPA in all transferable credits).

A high school diploma or equivalent, or an associate's degree are required for admission to a certificate program. Students who want to apply their credits to a bachelor's degree must meet the entire admissions criteria set by the university.

Record Keeping and Graduation

For-credit coursework taken toward undergraduate certificate programs will be recorded on the official UNLV transcript. UNLV will record successful completion of certificate programs on the official transcript, and will award diplomas to students who complete academic requirements of certificate programs. To receive a diploma or notation of certificate program completion on the transcript, students who complete academic requirements for the certificate program must apply for graduation in accordance with deadlines listed on the academic calendar, and pay the standard undergraduate graduation fee.

Tuition and Standard Fees

Tuition and standard fees are established by the Nevada System of Higher Education (NSHE) Board of Regents, and are subject to change without notice. For a complete listing, please reference Chapter 7 - Tuition and Fees of the NSHE Procedures and Guidelines Manual. In addition to tuition, certificate programs will be assessed the following fees.

Fees	Cost	Description
Academic Success Initiatives Fee	\$25 per semester	<p>This fee covers more than 100 student employee positions and eight staff positions that provide services for students, including:</p> <ul style="list-style-type: none"> ● Tutoring ● Supplemental instruction ● Academic success coaching ● Academic advising ● Mentoring ● Innovative first-year seminars ● Scholarship programs ● The Summer Math Bridge Program ● The First-Gen Connect Program <p>Who pays: all undergraduate students</p>
C.A.P.S - Counseling & Psychological Services Fee	\$50 per semester for students enrolled in 6 or more credits	<p>This fee supplements the operations of UNLV's Student Counseling and Psychological Services, including:</p> <ul style="list-style-type: none"> ● Psychologists ● Therapists ● Counselors ● Coordinators ● Administrative staff <p>CAPS services are offered remotely via telehealth.</p> <p>Who pays: all students</p>

Fees	Cost	Description
Distance Education Course Fee	\$34 per credit distance education course	<p>This fee provides instructional and graphic design support to faculty teaching online courses, which directly impacts the student learning experience. It also provides faculty with professional development to enhance their online teaching skills.</p> <p>Who pays: undergraduate and graduate students enrolled in courses scheduled for remote asynchronous instruction (i.e., remote courses with no scheduled meeting time).</p>
iNtegrate Fee	\$3 per credit	<p>The fee supports:</p> <ul style="list-style-type: none"> • MyUNLV, a one-stop shop for all student information • Related applications and support staff <p>Who pays: all students</p>
Rebel Recycling Fee	\$1 per semester	<p>This fee supports the UNLV Rebel Recycling Program operated by two staff and three student employees. The program's activities include:</p> <ul style="list-style-type: none"> • Collecting cardboard and office recycling • Drive Up and Drop Off for students, faculty and staff in area apartments without access to curbside recycling • Recycling services for students moving into and living in residence halls <p>Who pays: all students</p>
Student Health Fee	\$93 per semester	<p>This fee supports:</p> <ul style="list-style-type: none"> • Operations of the Student Health Center, including all medical staff, wellness coordinators, laboratory staff, administrative support • Ongoing maintenance of the building • Services the bonds (long-term, government-backed loans) that funded the construction of the Health Center. <p>Student health services are available in-person and via telehealth.</p> <p>Who pays: all degree-seeking students</p>
Technology Fee	\$8 per credit	This fee covers technology resources and services

Fees	Cost	Description
		<p>that support student engagement and learning. This includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Instructional technologies like WebCampus and other specialized academic software ● Laboratory, classroom, and Lied Library computer maintenance and replacement ● Paying for external network and wireless service costs ● Offering new virtual services to students, including RebelApps ● Security improvements ● Jobs for students <p>Who pays: all students</p>
Undergraduate Student Orientation Fee	\$155 for first semester only	<p>This fee directly supports two staff members and 35 student employees who serve as orientation leaders and assistants, all of whom are dedicated to serving students throughout their transition into UNLV. Additionally, it provides funding for:</p> <ul style="list-style-type: none"> ● Orientation programming and expenses ● Welcome Weeks programming and expenses ● Academic advising and registration services ● Rebel Cards for new students <p>Who pays: all new undergraduate students</p>
Undergraduate Student Services	\$3 per credit	<p>The fee supports the overall mission of the Athletics Department, including:</p> <ul style="list-style-type: none"> ● Student-athlete safety and well-being ● Benefits to the entire student body, including free admission to all UNLV home intercollegiate athletic events ● Student-athlete academic success <p>Who pays: all undergraduate students</p>

Fees Excluded

CSUN Fee	\$1.97 per credit hour
Graduate Student Services Fee	\$7 per credit hour
GPSA Special Fee for Graduate Students	\$25 per semester
Graduate Professional and Career Development Fee	\$35 per semester
Graduate Student Orientation Fee	\$35 for the first semester
Graduate Student Mandatory Health Insurance	\$2,892.23/year
International Student Fee	\$145 per semester
Student Life Facilities Fee	\$223 per semester, 4+ credits
Study Abroad Scholarship Fund	\$2 per semester

RETENTION, PROGRESSION, AND COMPLETION

Matriculating Through a Certificate Program

Students are encouraged to engage with their College/School Academic Advising Center to familiarize themselves with the available campus resources, and to take advantage of the many types of help available at no additional charge.

Certificate students must satisfy any admissions conditions or provisions specified on their admissions offer letter.

All coursework, including classes with incomplete grades from prior semesters, must be completed by the end of the term for which the student has applied for certificate completion.

Sharing Credits

Credits used to meet requirements for a certificate program may also be approved to be used toward an undergraduate degree program, provided that the credits meet academic requirements for the degree.

Earning a Certificate

Certificate-seeking students are *not* yet eligible to participate in Commencement ceremonies.

Certificates are conferred after the student has fulfilled *all* certificate requirements, and *all* required forms have been approved.

- Certificates are posted on official transcripts just as all other undergraduate degrees, and are conferred in the same manner as undergraduate degrees.
- Diplomas are mailed approximately 8 to 10 weeks after the end of the semester by the Office of the Registrar.

CO-CURRICULAR CERTIFICATES

Co-curricular certificates refer to certificates taught and awarded on a non-credit basis, such as professional development required by many professional organizations for members to maintain their professional credentials. These certificates are generally administered by the Office of Educational Outreach.

RESOURCES

- UNLV Office of the Senior Vice Provost for Academic Affairs
- UNLV Office of Academic Assessment
- UNLV Undergraduate Catalog