

MEMORANDUM

TO: Amy Nielsen, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Registrar's Office

FOR: Professional Health Sciences Committee

DATE: 11 September 2019

SUBJECT: Proposal to Revise Rule 119, Official Certificates

The Professional Health Sciences Committee has considered the following revision to Rule 119, to insert a new section on minimum requirements for certificates issued by one of the professional careers. All of the professional careers support the revision to the rule.

119. REQUIREMENTS FOR OFFICIAL CERTIFICATES

Official certificates generally represent a body of coursework that demonstrates proficiency in a subset of skills or knowledge that have useful application in a variety of professions. They are formally recognized by the university and convey that students have developed mastery of course material.

An officially recognized certificate is a document issued by WSU, displaying the WSU seal and president's signature, which is issued to students who have completed a course of study that meets the guidelines outlined below and has been approved by the Faculty Senate. Officially recorded certificates also appear on the WSU academic transcript.

For certificate completion, the following criteria apply:

....

(undergrad and grad certificate requirements are listed before the new section – see <https://catalog.wsu.edu/General/AcademicRegulations/ListBy/119>)

(NEW SECTION)

Professional Certificates:

1. Admission Requirements: Students who are enrolled through one of the professional careers (medicine, pharmacy, veterinary medicine, and the MBA business career) must be approved by the academic unit to seek an official certificate. The requirements for the certificate, including specific admission criteria, are listed in the catalog under the unit offering the certificate.
2. Credit hours: A minimum number of 9 credit hours is required, with the exact number specified by the academic unit offering the certificate.
3. Accumulation of credits towards a professional degree: Credit hours earned in certificate program may be applied toward a degree, unless prohibited by the academic unit.

4. Grading: Students must meet grading requirements and maintain satisfactory academic progress as outlined in the catalog in order to earn the certificate.
5. Transfer credits: Acceptance of particular courses from other institutions for credit towards the certificate will be at the discretion of the academic unit offering the certificate.
6. Upon successful completion of the requirements and payment of the certificate fee, the certificate will be noted on the official WSU transcript and an official certificate will be mailed to the student. Students apply online at myWSU.edu under apply to graduate.

At this time, Faculty Senate review and approval is recommended, to be effective fall 2020.