**Undergraduate Certificate Proposal**

The CLAS undergraduate certificate program provides students with the opportunity to organize their elective courses in concentrated areas of expertise that develop the student’s interdisciplinary depth and breadth. Students may use the certificate program to add new skill sets, add depth and application to existing knowledge, explore minor options in various departments, and/or learn about various areas of interests from diverse disciplinary standpoints.

The certificate program offers departments across CLAS the opportunity to create certificates that attract students across the College to their courses while adding value to the existing degree majors and minors that the College offers. Moreover, students majoring within departments, and those seeking experiences in areas outside of their departments, have the opportunity to explore interdisciplinary approaches to scholarship and to increase the value of their degrees in the global marketplace by focusing on application of their skills.

We encourage departments proposing certificates to consider curricula to include: mastery of basic skill sets, applied practice, and general knowledge sets. Departments propose courses that complement and enhance their given curriculum in other areas of CLAS that help the students branch out to explore new ways of accessing, creating and applying knowledge in their desired professions.

**Curriculum:**

- Proposals must contain a thematic goal and clarification as to how that goal is completed through the curriculum. Departments are encouraged to emphasize how the theme/concept contributes to student’s post graduate work by illustrating the knowledge and/or skill sets that may be gained by completing the certificate.
- Minimum of 12 hours with no more than 14 required hours.
- 6 hours must be at the JR/SR level.
- 6 hours must be completed at KU.
- Minimum 2.00 KU GPA in coursework which may apply to the certificate.
- At least two different CLAS departmental course prefixes must be represented in completed curriculum. Approval by CUSA is contingent upon demonstrated evidence of sufficient multidisciplinary representation. Each department with included coursework must indicate their approval to have coursework included. Example: Theater proposes an arts management certificate that includes course options from WGS, AAAS, and AMS. All three departments approve the inclusion of their courses in the certificate. This can be done via email to the department chair with the full proposal of the certificate.
- One course may be taken from a Professional School.
- Proposed coursework will need to include a guarantee that course will be offered routinely.
- Certificates will be certified by CLAS Student Academic Service, at the time the baccalaureate degree is awarded, through the use of the Degree Progress Report. Because of this the students must be allowed to choose from an approved course list.