

Guidelines for Certificate Programs

- For certificates that are embedded in existing TCU degree programs and are offered to degree-seeking students only, 6 credit hour minimum required.
- For certificates offered to both degree-seeking and non-degree-seeking students, 9 credit hour minimum required. Only TCU credit hours may be counted towards TCU certificate program.
- Programs may permit non-TCU students to apply to certificate programs as non-degree seeking students. (If enrolled in a certificate program, non-degree seeking students are permitted to exceed the maximum number of credit hours allowed for non-degree seeking students.)
- Programs that fail to meet the minimum requirements will not be considered “certificate” programs. Administrators of such programs must indicate in all promotional and marketing communications that the certificate will not appear on the transcript.
- Artist Diploma will not be labelled a “certificate” program and will continue to be administered within the discipline.
- New certificate programs must follow the process outlined for approval of new programs.
- Update catalog descriptions and degree plans as necessary.