**Program of Study – Certificate or Minor**

(Template)

Directions: The Program of Study – Certificate or Minor template is used for developing a new certificate or minor. Please add the course prefix, course number, and title of course as listed in catalog in the left hand box and the associated credit hours of the course in the right hand box. At the end of each section, add the total credit hours for that particular section. If there are any specific academic program regulations, please include them in the relevant section that they affect and/or at the end of the document.

Credit hour requirements for certificates are listed below:

* **Pre-Baccalaureate (Undergraduate) Certificates**
  + Fewer than 30 semester credit hours (less than one year). The degree acronym is CER0.
  + From 30 to 59 semester credit hours (at least one year, but less than two). The degree acronym is CER1.
* **Post-Baccalaureate (Graduate) Certificates**
  + Post-Baccalaureate Certificate – a certificate beyond the bachelor’s degree that does not meet the requirements for a master’s degree. The degree acronym is CERG.
  + Post-Master’s Certificate – a certificate beyond the master’s degree that does not meet the requirements for a doctoral degree. The degree acronym is CERM.
  + Post-First Professional Certificate – a certificate beyond the first professional degree. The degree acronym is CERP

Credit hour requirements for minors are listed below:

* A minor must contain 15 to 18 semester hours of coursework with at least 9 hours of upper-division coursework.
* Courses taken to satisfy Core Areas A through E may not be counted as coursework in the minor. Core Area F courses may be counted as coursework in the minor.

**Program Name:**

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| --- | --- |
| **Major Courses** |  |
| **Course (Prefix, Number, Title in Catalog)** | **Credit Hours** |
| *Directions: Add all courses that are required for a student to take as part of the major. If a new course is required to implement the major, include* (NEW) *next to the course title.* |  |
| **Total Credit Hours – Major Courses** |  |
|  |  |
| **Total Credit Hours for Certificate or Minor** |  |

**Academic Program Regulations**