

DECLARING A CERTIFICATE

A certificate implies special competence or knowledge beyond the core requirements for a baccalaureate degree and knowledge and/or competence beyond the student's declared major. Students may elect to earn a certificate by submitting a completed Declaration of Minor or Certificate Form to the Registrar's Office that has been approved by the appropriate personnel.

Declaring a certificate can invariably require additional coursework beyond that of a single degree program, students may need to enroll in extra terms as an undergraduate student to complete the additional coursework needed to earn both their major and certificate. The program of study for the major and certificate must be carefully developed by the student in consultation with the appropriate personnel from both departments to ensure that the student can complete all the requirements in a timely fashion. The University cannot guarantee the offering of courses for students to earn a certificate in a timely manner.

Students must earn a 2.75 cumulative GPA in their certificate coursework with no grades below C-. Students who successfully complete a certificate do not receive a diploma or certificate from the institution; however, the School overseeing the certificate may choose to offer one to respective completers. The certificate is formally recognized on their academic record/transcript.

Note: Students who elect to add a graduate certificate must be juniors or seniors that are carrying a minimum of a 3.25 cumulative grade point average. See Undergraduate Enrollment in Graduate Courses (<https://catalog.baypath.edu/traditional-undergraduate/academic-policies-procedures/>) policy for additional information.