2. Undergraduate Certificate Programs

Undergraduate certificate programs provide training opportunities for those students enrolled at UTSA as undergraduates. Certificate programs are narrower in scope and shorter in duration than baccalaureate degrees. Undergraduate certificate programs are neither "degree" programs nor teacher certification programs. Students wishing to be certified to teach at the elementary, middle school, or high school level should refer to the “Teacher Certification Programs for Undergraduate Students (http://catalog.utsa.edu/undergraduate/educationhumandevelopment/teachercertificationprograms)” page.

Currently, the following undergraduate certificate programs are offered:

- Certificate in Data Center Design (http://catalog.utsa.edu/undergraduate/engineering/teachercertificationprograms) offered by the College of Engineering.
- Certificate in Oil/Gas (http://catalog.utsa.edu/undergraduate/engineering/mechanicalengineering/teachercertificationprograms) offered by the Department of Mechanical Engineering, College of Engineering.

Admission Requirements

Undergraduates who are currently enrolled in baccalaureate degree programs or enrolled as non-degree-seeking students and who wish to earn undergraduate certificates are eligible to seek enrollment in undergraduate certificate programs. An undergraduate wishing to enroll in a certificate program should contact the Certificate Program Advisor and request permission to enter into the program. An approval is needed to enter into a certificate program and must be granted by the Certificate Program Advisor and the Dean of the college in which the certificate program is housed.

Students not currently admitted to UTSA who wish to earn undergraduate certificates will be required to apply for admission to UTSA as non-degree-seeking, special students at the undergraduate level, and indicate in the application process their desires to pursue the requirements for undergraduate certificates. Applicants will be required to meet University admission requirements for special students at the undergraduate level. After the student is admitted to UTSA as a special undergraduate, the student needs to contact the Certificate Program Advisor and request permission to enter into the certificate program. Approval to enter into a certificate program must be granted by the Certificate Program Advisor and the Dean of the college in which the certificate program is housed.

Any student admitted to a certificate program without being currently enrolled in a baccalaureate degree program is considered a non-degree-seeking student. If such a student wishes to enter into a degree program, he or she will be required to reapply to UTSA as a degree-seeking undergraduate. Admittance into or completion of a certificate program is not considered to be qualification for admission as a degree-seeking undergraduate.

Students who are pursuing a certificate as non-degree-seeking students will not be eligible for financial aid or Veterans Administration educational benefits.

Graduate students may enroll in undergraduate certificate programs, provided they meet the requirements for enrollment in a graduate certificate program (see UTSA Graduate Catalog).

Certificate Requirements

Each undergraduate certificate program at UTSA must require a minimum of 15 semester credit hours, at least 9 of which must be at the upper-division level. Unless the certificate program specifically requires or permits a course to be taken at another institution, all courses that may be used to satisfy the requirements of an undergraduate certificate program must be college-level courses taken at UTSA.

Some courses required for undergraduate certificate programs may require certain prerequisite courses to adequately prepare students for the needed course. Before enrolling in any course required for a certificate program, students will be required to satisfy all the prerequisites for the course as listed in the course description.

In order to receive an undergraduate certificate from UTSA, a student must meet the following minimum requirements:

1. Complete all the requirements of the individual undergraduate certificate program.
2. Achieve a grade of “C-” or better in each course used to satisfy the requirements of the individual undergraduate certificate program.
3. Achieve at least a 2.5 grade point average (on a 4.0 scale) in all courses used to satisfy the requirements of the individual certificate program.

The student’s Certificate Program Advisor will verify the completion of requirements. Upon completion of the certificate requirements or graduation from a degree-granting program offering the certificate—see specific program for details—the certificate will be recorded on the student’s undergraduate transcript.

It is the responsibility of the student to meet with the Certificate Program Advisor during the last semester of certificate coursework in order to verify that all requirements for completion are met. Students who complete a certificate program without completing a degree program do not receive a University diploma.
Applying for the Certificate

It is the student's responsibility to apply for the certificate by submitting a completed Application for Undergraduate Certificate to the One Stop Enrollment Center prior to the last day of the semester of graduation. The application form is located at https://onestop.utsa.edu/wp-content/uploads/2018/07/appforundergradcert.pdf. Students with questions about the application should contact Graduation Coordination at - graduationcoordination@utsa.edu.