

## 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/educationhumandevlopment/teachercertificationprograms/>)” page.

Currently, the following undergraduate certificate programs are offered:

- Certificate in Aerospace Engineering (<http://catalog.utsa.edu/undergraduate/engineeringintegrateddesign/mechanicalengineering/#certificatestext>) offered by the Department of Mechanical Engineering, Klesse College of Engineering and Integrated Design.
- Certificate in Artificial Intelligence (<http://catalog.utsa.edu/undergraduate/engineeringintegrateddesign/electricalcomputerengineering/#certificatestext>) offered by the Department of Electrical and Computer Engineering, Klesse College of Engineering and Integrated Design.
- Certificate in Athletic Coaching (<http://catalog.utsa.edu/undergraduate/healthcommunitypolicy/kinesiology/#certificatestext>) offered by the Department of Kinesiology, College for Health, Community and Policy.
- Certificate in Business Analytics (<http://catalog.utsa.edu/undergraduate/business/managementsciencesstatistics/#certificatestext>) offered by the Department of Management Science and Statistics, Carlos Alvarez College of Business.
- Certificate in Community Engaged Leadership (<http://catalog.utsa.edu/undergraduate/universitycollege/#certificatestext>) offered by University College.
- Certificate in Computer Programming for Engineers (<http://catalog.utsa.edu/undergraduate/engineeringintegrateddesign/electricalcomputerengineering/#certificatestext>) offered by the Department of Electrical and Computer Engineering, Klesse College of Engineering and Integrated Design.
- Certificate in Creative Writing (<http://catalog.utsa.edu/undergraduate/liberalfinearts/english/#certificatestext>) offered by the Department of English, College of Liberal and Fine Arts
- Certificate in Data Center Design (<http://catalog.utsa.edu/undergraduate/engineeringintegrateddesign/#certificatestext>) offered by the Klesse College of Engineering and Integrated Design.
- Certificate in Data Science (<http://catalog.utsa.edu/undergraduate/universitycollege/#certificatestext>) offered by University College.
- Certificate in Design Communication and Fabrication (<http://catalog.utsa.edu/undergraduate/engineeringintegrateddesign/architectureandplanning/#certificatestext>) offered by the School of Architecture and Planning, Klesse College of Engineering and Integrated Design.
- Certificate in Early Childhood Education (<http://catalog.utsa.edu/undergraduate/educationhumandevlopment/interdisciplinarylearningteaching/#certificatestext>) offered by the Department of Interdisciplinary Learning and Teaching, College of Education and Human Development.

- Certificate in Engineering Projects in Community Service (EPICS) (<http://catalog.utsa.edu/undergraduate/engineeringintegrateddesign/#certificatestext>) offered by the Klesse College of Engineering and Integrated Design.
- Certificate in Geographic Information System (<http://catalog.utsa.edu/undergraduate/sciences/earthandplanetarysciences/#certificatestext>) offered by the Department of Earth and Planetary Sciences, College of Sciences.
- Certificate in Healthcare Interpreting (<http://catalog.utsa.edu/undergraduate/liberalfinearts/modernlanguagesliteratures/#certificatestext>) offered by the Department of Modern Languages and Literatures, College of Liberal and Fine Arts.
- Certificate in Heating, Ventilation and Air-Conditioning (<http://catalog.utsa.edu/undergraduate/engineeringintegrateddesign/mechanicalengineering/#certificatestext>) offered by the Department of Mechanical Engineering, Klesse College of Engineering and Integrated Design.
- Certificate in Industrial and Manufacturing Engineering (<http://catalog.utsa.edu/undergraduate/engineeringintegrateddesign/mechanicalengineering/#certificatestext>) offered by the Department of Mechanical Engineering, Klesse College of Engineering and Integrated Design.
- Certificate in Legal Studies (<http://catalog.utsa.edu/undergraduate/universitycollege/#certificatestext>) offered by University College.
- Certificate in Nutrition for Health Professionals (<http://catalog.utsa.edu/undergraduate/healthcommunitypolicy/#certificatestext>) offered by the College for Health, Community and Policy.
- Certificate in Oil/Gas (<http://catalog.utsa.edu/undergraduate/engineeringintegrateddesign/mechanicalengineering/#certificatestext>) offered by the Department of Mechanical Engineering, Klesse College of Engineering and Integrated Design.
- Certificate in Operations and Supply Chain Management (<http://catalog.utsa.edu/undergraduate/business/managementsciencesstatistics/#certificatestext>) offered by the Department of Management Science and Statistics, Carlos Alvarez College of Business.
- Certificate in Professional Writing and Rhetoric (<http://catalog.utsa.edu/undergraduate/liberalfinearts/english/#certificatestext>) offered by the Department of English, College of Liberal and Fine Arts.
- Certificate in Public Policy and Data Analysis (<http://catalog.utsa.edu/undergraduate/healthcommunitypolicy/publicadministration/#certificatestext>) offered by the Department of Public Administration, College for Health, Community and Policy.
- Community Health Worker Certificate (<http://catalog.utsa.edu/undergraduate/healthcommunitypolicy/#certificatestext>) offered by the College for Health, Community and Policy.

### 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

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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 desire 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, they 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. Receive 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 (pdf) ([https://onestop.utsa.edu/wp-content/uploads/FORM\\_2021-2022-Application\\_for\\_Certificate.pdf](https://onestop.utsa.edu/wp-content/uploads/FORM_2021-2022-Application_for_Certificate.pdf)) to the One Stop Enrollment Center by the deadline: fall deadline is September 15, spring deadline is February 15, summer deadline is June 15. All late petitions for an undergraduate certificate are due no later than the last day of the semester of graduation. Students with questions about the application should contact Graduation Coordination at [graduationcoordination@utsa.edu](mailto:graduationcoordination@utsa.edu).