

Reading



TEXAS A&M UNIVERSITY

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September 19, 2002

MEMORANDUM

TO: Academic Operations Committee Deans
Graduate Operations Committee Deans

SUBJECT: Certificate Notations on Transcripts

The recommendations of the Certificate Committee to have certificates completed by graduate and undergraduate students listed on the official Texas A&M University transcript has been approved.

Certificate programs must follow the same guidelines as other academic programs for development and approval. Only approved certificate programs will be posted to student transcripts. Proposed programs with less than 12 required hours must demonstrate in a clear manner the reason the programs should be considered as an exception to the rule and the justification must have a strong endorsement from the proposing department and college.

Once students complete an approved certificate program, it will be the responsibility of the college dean's office to send a list of those students with names and student identification numbers to the Office of the Registrar for inclusion on their academic transcripts. This list must have the title of the certificate program which will be entered on the transcript and should be no more than 54 characters including spaces. Abbreviations may be used in the certificate title.

Dr. Mark H. Weichold
Associate Provost for Undergraduate Programs
and Academic Services

Dr. J. Richard Giardino
Dean of Graduate School

An Office in the Division of Academic Affairs



THE FACULTY SENATE

July 10, 2001

MEMORANDUM

TO: President Ray M. Bowen

SUBJECT: Approval of Certificate Committee Recommendations

At its regular meeting on July 9, 2001, the Faculty Senate approved the following items from the Certificate Committee and submits them for your approval. Attached is a copy of the material sent to our Senators.

From November 11, 2000 memo:

Approval of certificate programs, which desire to appear on transcripts, will follow the same guidelines as other program development and approval.

From March 7, 2001 memo:

Proposed programs with less than twelve hours required hours demonstrate in a clear manner the reason that the program should be considered as an exception to the rule and that the justification has the strong endorsement of the proposing department and college. (FS.19.120)

Thank you for your time and consideration. Please inform me of your action on this matter.

Richard L. Carlson
Speaker, 2001-2002

Attachments

cc: Dr. Ronald G. Douglas
Dr. Janis P. Stout
Ms. Linda F. Lacey
Dr. Kenn Harding
Dr. Rick Giardino
Dr. Mark Weichold

Approved:

Ray M. Bowen, President

8/7/01
Date

Approval of Certificate Committee Recommendations

The Faculty Senate recommends approval of the Certificate Committee's recommendations as noted in the committee's November 11, 2000 and March 7, 2001 memos.

From November 11, 2000 memo:

Approval of certificate programs, which desire to appear on transcripts, will follow the same guidelines as other program development and approval.

From March 7, 2001 memo:

Proposed programs with less than twelve hours required hours demonstrate in a clear manner the reason that the program should be considered as an exception to the rule and that the justification has the strong endorsement of the proposing department and college.

Approved by the Faculty Senate 7/09/01