

Undergraduate Certificate Policy

Applies to the Undergraduate Certificates in the Department of Computer Science. Joint certificates may have additional policies.

The certificate program requires

1. A declaration of intent to be in the certificate program.
2. Required and elective courses to take.
3. A request for the certificate to be awarded.

Notes:

- Each certificate has some prerequisite background. This can be satisfied by having a related background or taking the designated courses. Most departmental majors will have the necessary background.
- Courses for the certificates cannot be taken for Satisfactory grade.

Declaring/Application into the Certificate Program

1. A student must declare intent for the certificate program and be accepted before the actual certificate award can be made.
2. A student applying for the certificate program must be a current UMSL undergraduate student (degree or non-degree seeking) with GPA at least 2.5 unless the certificate states otherwise. The request to enter the certificate program must be made with a CAS advisor.
3. A non-student must apply for admission to UMSL, possibly as a non-degree student, and be admitted before declaring the intent.

Courses in the Certificate Program

- Required (core) courses for the certificate are automatically approved for the certificate. Listed electives are automatically approved. Course substitutions and older courses must be approved by the Certificate Coordinator, as listed for each [certificate](#).
- At least one course counted for the certificate program must be taken in or after the semester in which the student declares the certificate intent.
- Courses used for the certificate cannot be older than 3 years when the certificate is awarded.
- The same course can be used to satisfy degree programs and any number of certificates.
- A student without a computer science background/experience should contact the [listed Certificate Coordinator](#) for the specific certificate of interest to discuss the feasibility of taking the courses in the certificate. The student must meet some prerequisites, different for each certificate as stated on each certificate page. Current students in the department will satisfy the requirement early in their program. Non-departmental students can meet the requirements in a number of ways, including taking the listed courses in the department, taking non-credit courses

anywhere, or using prior experience. Additional prerequisite areas/courses may be needed depending on specifically chosen electives in a certificate.

Certificate Award

1. The certificates are awarded using the same mechanisms as degrees. A student who has already declared and been admitted to the certificate program can contact the Certificate Coordinator before the certificate is completed to check progress, ask for course replacements, etc. The student applies for graduation through MyView. The certificate cannot be requested while no longer an undergraduate student.
2. Certificates are governed by the same rules as undergraduate degrees – at the time of the award the GPA of courses in the certificate, and the overall GPA must be at least 2.0 – unless the certificate states higher.
3. When awarded, a student will have the certificate added to the transcript. The student may also request a separate certificate document from the department by contacting the Certificate Coordinator.

Graduate Students

1. Graduate students cannot be awarded these certificates.

Advising Notes

- Every time a Certificate Coordinator agrees on any changes in the certificate, such as using other courses, the coordinator will record this info to be used later when approving graduation. The change can also be passed to the CAS advisor and associate dean.
- Any changes in the requirements must be approved by the Certificate Coordinator.