

Academic Operating Procedure 6



Certificates and Minors

Approved: July 8, 2025

AOP Statement

Texas A&M University-Kingsville (TAMUK) may offer certificates at the undergraduate and graduate levels, and minors at the undergraduate level. A proposal for a new certificate or minor must follow the process delineated in Academic Operating Procedure 5: Curricular Process.

The Office of the Registrar shall record the certificate in the student's academic transcript after the provost has certified the successful completion of the certificate requirements. A certificate will be recorded at the end of the term it is completed.

Certificates and minors may provide students with credentials to better prepare for career positions and professional advancement. This formal procedure describes the necessary conditions for the university to offer these credentials and for students to earn them.

Procedures and Responsibilities

1. CERTIFICATES

- 1.1. The approving authority for certificates must be specified in the curriculum proposal as presented to the University Curriculum Committee or Graduate Council.
- 1.2. The certificate must be listed in the university catalog before advertising and enrolling students into the program.
- 1.3. Each undergraduate certificate shall require between 12 - 15 semester credit hours, the majority of which must be upper division hours.
 - 1.3.1. Students must achieve a minimum grade point average of 2.0 on a 4.0 scale in all courses used to satisfy the requirements of the certificate program.
- 1.4. Each graduate certificate shall be between 9 - 15 semester credit hours.
 - 1.4.1. Students must achieve a minimum grade point average of 3.0 on a 4.0 scale in all courses used to satisfy the requirements of the certificate program.
- 1.5. Upon a student's application for a certificate, an approval from the granting department(s), the granting college(s), the provost, and the registrar is required. The certificate may be granted and transcribed regardless of the student's readiness for graduation from their degree program.

2. APPLICATION AND AWARDING

2.1. Degree Seeking Students

- 2.1.1. A student seeking a certificate should contact the department and request approval to enter the program. Approval must be granted by the department and the dean of the college in which the certificate program is housed.

2.2. Non-degree Seeking Students

- 2.2.1. A student not currently admitted to TAMUK seeking to earn a certificate will be required to apply for admission to the university as a non-degree seeking student and indicate in the application process their desire to pursue the requirements for the certificate. Applicants must meet university admission requirements. After the student is admitted to TAMUK as a non-degree seeking student, the student must contact the certificate-granting department and request permission to enter the program. Approval to enter into a certificate program must be granted by the department and the dean of the college in which the certificate is housed.
- 2.2.2. Students who are pursuing a certificate as non-degree seeking students will not be eligible for financial aid or Veterans Administration education benefits.
- 2.2.3. Admittance into or completion of a certificate program is not considered to be qualification for admission as a degree-seeking undergraduate or graduate student.

2.3. Awarding the Certificate

- 2.3.1. It is the responsibility of the student to meet with the certificate program coordinator/advisor early but especially during the last semester of certificate coursework in order to verify that all requirements for the certificate are met.
- 2.3.2. Upon completion of the certificate requirements, the Completion Application Form must be signed by the certificate program coordinator/advisor, the college dean in which the certificate is housed, the provost, and the registrar. The registrar will post the award of the certificate on the student's official transcript. No hard copy certificate will be provided.

3. UNDERGRADUATE MINORS

- 3.1. The approving authority for undergraduate minors must be specified in the curriculum proposal as presented to the University Curriculum Committee.
- 3.2. Undergraduate minors must be listed in the university catalog before advertising and enrolling students into the program.
- 3.3. An undergraduate minor shall consist of a minimum of 18 semester credit hours, and at least 6 semester credit hours of advanced work must be completed in the minor field.

4. APPLICATION AND AWARDING

- 4.1. Students can indicate their undergraduate minor any time between the application for admission to the university and before applying for candidacy for graduation via an advisement session with their academic advisor.
- 4.2. The college where the undergraduate major is housed will be responsible for verifying that the undergraduate minor requirements have been fulfilled. Minors are posted on the students' transcripts upon awarding of the degree.

Related Statutes, Policies, or Requirements

[Texas A&M University-Kingsville Academic Operating Procedure 5: Curricular Process](#)

Definitions

Certificates – A certificate program is a specialized, for-credit, academic program that provides a set of learning experiences concentrated in a specific set of educational goals and is officially posted on a student's transcript.