

## Department of Communication: Certificate Policy

The Department of Communication offers six degree-dependent certificates. At this time, four are open to students from across the university. Two (Social Media and Strategic Communication) are limited to COMM, TCMS and USLA-JRN majors.

BA-COMM, BA-TCMS, BS-TCMS and BA-USLA-JRN majors are NOT required to earn a certificate. A certificate may be an option for some of these students.

All BS-COMM majors ARE **required** to earn a certificate.

Certificates are a great way to gain and to communicate knowledge of a particular area.

Students pursuing a certificate must plan ahead.

To be considered for approval to pursue a certificate from the Department of Communication, students must:

1. Make the decision to pursue a certificate during their sophomore or early in their junior year, this is between 30 and 70 hours.
2. During the 30-70-hour period, earn a B or better in the “main course.”

The main courses are, for:

Communication, Diversity and Social Justice:	COMM 343
Communication and Global Media:	COMM/JOUR 365
Communication Leadership and Conflict Management:	COMM 324
Health Communication:	COMM 370
Social Media:	COMM 275
Strategic Communication:	COMM 323

3. After earning a B or better in the “main course,” apply *immediately* for the certificate via the link posted on the Department of Communication website.

**NOTE:** There are no other ways to apply for a certificate. Discussing a certificate with an advisor does not constitute an application. Emailing an advisor, professor or administrator does not constitute an application for a certificate. There are no “paper” applications for certificates. There are no applications for certificates through Howdy.

Students will receive an email once their application has been processed. Students may also check Howdy for certificate status by looking at the curriculum link in their student portal about a month after they enter the application.

The approval process includes approval by the Department of Communication and then additional approval by the College of Liberal Arts. Both entities must approve the application for it to go forward. Either entity may decline the application.

**NOTE:** Certificate applications that extend time to graduation are declined.

**NOTE:** Certificate applications entered after 90 hours are declined.

**NOTE:** Financial aid does NOT cover additional courses for certificates

Students who are approved to pursue a certificate will be approved to pursue only one (1) certificate from the Department of Communication.