Department of Student Affairs
Procedural Documentation
September 2, 2020 by Megan Johnson, Tia Simms, Whitney Potter

BACKGROUND
In the Fall of 2018, Franklin University began offering two undergraduate certifications in Business Analysis and Project Management. By offering these certifications, not only do we increase our enrollment, but degree seeking and non-degree seeking students can make themselves more marketable in their desired career field.

CERTIFICATE REQUIREMENTS
The Undergraduate Academic Certificate program is an undergraduate-level program of study that concentrates on a specific body of knowledge within a field of study. It is intended to prepare, upgrade, or retrain a person for immediate application of the knowledge learned. The credits earned as part of this program of study can be applied to a related degree program at Franklin.
- The program must have a minimum of fifteen (15) credit hours with at least twelve (12) of those credit hours earned at Franklin University.
- Students must adhere to the same admissions standards as those entering an undergraduate program
- Courses must be completed with a grade of "C" or better
- A minimum cumulative grade point average (GPA) of 2.0 is required to receive the certificate

PROGRAMS
ADVANCED CERTIFICATE IN BUSINESS ANALYSIS
- Business analysts provide the link between those who manage and operate the business and those who provide the technology-based systems that support the business side of an organization. The Franklin University Advanced Certificate in Business Analysis provides a means for learning the key elements of performing as a business analyst – understanding of information systems architecture and technology, performing project management and undertaking the analysis and design of systems solutions to business needs.
- Students complete 4 courses, all available online:
    - MIS*200 – Management Information Systems (4 credit hours)
    - ITEC*430 – Information Technology Project Management (4 credit hours)
    - MIS*400 – Systems Analysis and Design (4 credit hours)
    - ISBA*490 – Business Analysis Cert Review (4 credit hours)

ADVANCED CERTIFICATE IN PROJECT MANAGEMENT
- Project management is the way a person organizes and manages resources that are necessary to complete a project. With the Franklin University Advanced Certificate in Project Management, the student will learn to initiate, plan, execute, monitor and control resources in order to achieve project goals. While focusing on technology projects, the student will examine the nine knowledge areas outlined in the Project Management Institute's Project Management Body of Knowledge Guide. The student will also be able to apply integration, scope, time, cost, quality, human resources, communication, risk and procurement management to any project.
- Franklin's Advanced Certificate in Project Management will allow the student to familiarize themselves with the tools and methods necessary to build or improve their project management skills. Students will how to leverage the phases of the project lifecycle – concept, delivery, maturity and retirement – in order to better control deliverables.
- Students complete 4 courses, all available online:
    - ITEC*430-Information Technology Project Management (4 credit hours)
    - ISPM*320-Requirements Analysis & Testing (4 credit hours)
    - ISPM*450-Advanced Project Management (4
    - ISPM*490-Project Management Certification Review (4)

ADMISSION PROCESS

- The student will begin the process by completing the Application for Admission. The applicant will be assigned an Admissions Advisor to assist with the process. The admissions requirements for a certificate student mirror the requirements for an Associate's or Bachelor's Degree seeking student.
- For each college-level institution attended by the student, official transcripts must either be submitted for evaluation or waived.
- After the transfer credit evaluation, a student may need math and English placement tests depending on their academic history.
- If the student chooses to pursue it, the programs have been approved for financial aid. The student is welcome to complete the Free Application for Federal Student Aid (FAFSA) to begin the process.
- Each Advanced Certificate Program consists of four Major Area courses. The prerequisites for these courses are automatically waived, but students are informed that the Major Area courses will be taught as if the prerequisites were completed.
- The PF 121/PF 321 Learning Strategies course requirement will be waived.
- The program must have a minimum of 15 credit hours completed, and there is a 12-credit hour residency requirement

ADVISING PROCESS

- Upon the student's initial registration with admissions, the student will be assigned to an academic advisor. If the student is non-degree seeking (SPECN), they will be assigned to the CAST Advisors (Megan Johnson, Tia Simms, or Whitney Potter).
- If a student is degree seeking, they may work with advisors within COB or OMVA as well. The course prerequisites will NOT be waived for degree seeking students.
- The student or advisor can then register the student for the appropriate courses for each term.
- Once the certification is complete, the student will submit an application for completion (See Below).
  - Every student in a certificate program must complete an application for completion in order for the certificate to be awarded.
  - Completed applications must be submitted to your Academic Advisor no later than 2 weeks prior to the end of the term of certificate completion. This currently does not align with the Graduation Application deadline.
  - There is a $25 fee due with your application. Franklin University will not issue certificates to students with unpaid balances.
  - The Academic Advisor will then send the completed application to the Registrar's office.
  - Certificates will be mailed to the student's home address at the end of the trimester of completion.

FRANKLIN UNIVERSITY   **Certificate Completion Application**

Name [   ]   Student ID [   ]   Date [   ]

Certificate applying for [▼]

Email Address [   ]

Certificate Completion Term [   ]

Name to be listed on Certificate [   ]

Certificate Mailing Address

[   ]

By completing and signing this form, you acknowledge the following:

- You have completed all required courses for your certification program.
- There is a $25.00 application fee.

Student Signature [   ]   Date [   ]