University of Utah
Historic Preservation Certificate
Frequently Asked Questions

Eligibility:

Who is eligible to enroll in the certificate program?

The program will enroll 10 new students each year. The certificate is offered for matriculated graduate students at the University of Utah enrolled in the Architecture, Urban Planning, Public Administration, or History programs. Graduate students from other University of Utah departments are eligible as space allows.

The program is also open to non-matriculated students from the professional community. Non-matriculated students must have completed an undergraduate Baccalaureate degree with a minimum of a 3.0 GPA (on a 4.0 scale).

Undergraduate students are not eligible to enroll in the certificate program.

Application process:

How do I apply?

Students matriculated in a graduate program of the University of Utah should submit a letter of intent explaining how the certificate program fits into their career plans and objectives directly to the Director of the Historic Preservation Program.

Non-matriculated students must hold an accredited baccalaureate degree with a minimum 3.0 GPA (on a 4.0 scale.) They should submit an application to the Graduate School of the University. They should also submit two letters of recommendation, proof of completion of a Baccalaureate degree with a minimum 3.0 GPA (on a scale of 4.0), and a letter of intent, directly to:

Robert A. Young, FAPT, PE, LEED ap
Professor and Historic Preservation Program Director
College of Architecture + Planning
375 South 1530 East RM 235 AAC
University of Utah
Salt Lake City, UT 84112-0370
T: (801) 581-3909
F: (801) 581-8217
Email: young@arch.utah.edu
When is the application deadline?

Application materials should be submitted no later than April 1st for the upcoming academic year. Applications received after that date will be reviewed on a space available basis.

How are candidates for the certificate selected?

The admissions committee will review all applications submitted by the deadline and make the selection based on the following criteria:

1) Admission/current enrollment in a graduate program at the University of Utah or proof of completion of an undergraduate Baccalaureate degree with a minimum 3.0 GPA (on a 4.0 scale).
2) Letter of Intent.
3) Two letters of recommendation (non-matriculated students only).

Applications received after the deadline will be reviewed on a case-by-case, space-available basis. While initial enrollment is expected to commence with the start of fall semester, an initial spring semester enrollment may be allowed with permission of the Program Director.

Completion Requirements:

What do I need to do to complete the certificate?

The certificate requires the completion of fifteen (15) credit hours of graduate level coursework. Of these, three (3) credits are required in the historic preservation “Foundation Knowledge” area, three to six (3-6) credits are required from the “Methods” area; three to six (3-6) credits are required from the “Content” area; and three (3) credits are required from the “Capstone Experience” area. Specific course descriptions are available on the College of Architecture + Planning Historic Preservation Certificate Program website.

Courses in which the student receives a grade lower than “B−” can not be applied for credit towards completion. Repeating coursework is at the discretion of the department in which it is offered. Completion of the certificate requires a minimum 3.0 GPA in the overall certificate coursework being applied for credit.

Is there a deadline for completing the certificate?

Continuous progress is expected towards completing the certificate. Students are expected to finish within a maximum of three (3) academic years from the time of first enrolling in the certificate program. Requests for extensions in completing the certificate program should be made in writing to the program director. The request should include
an explanation of why the program has not been completed and reasons for granting the extension.

**Do I need to take Historic Preservation Certificate courses every semester?**

The graduate school policy requires continuous enrollment in a graduate level degree or certificate program, as stated in the Graduate School admission website:

> “Once admitted and enrolled, graduate students are required by Graduate School policy to maintain continuous registration during the academic year of fall and spring semesters. If a graduate student must stop out, he/she should file the appropriate paperwork for an ‘Official Leave of Absence’ through his/her academic department. Students failing to maintain continuous registration and who have not been granted an official leave of absence must reapply for admission to the Graduate School through the University’s Admissions Office.”

For graduate students continuously enrolled in their degree courses, enrollment in a Historic Preservation Certificate course each semester is advisable but not required; however, the certificate still must be completed within three years of admission to the certificate program.

Non-matriculated students must register for a Historic Preservation Certificate course each consecutive fall and spring semester. If a non-matriculated student does not wish to register or cannot register for at least one Historic Preservation Certificate course, the student must file for an “Official Leave of Absence” with the Historic Preservation Program director. Failure to do so will result in the requirement for the student to reapply by completing a full admissions application (including all application fees) to the graduate school for reinstatement.

**The College of Architecture + Planning offers an MSAS with a concentration in Historic Preservation. If I decide that I really want to pursue that degree after enrolling in the Certificate Program, can I?**

Matriculated students will need to determine which courses will be counted towards their current graduate degree (if they wish to continue pursuing it) and which courses will be counted toward the MSAS degree. Coursework can not be counted towards two separate degrees unless a joint degree agreement is in place.

Any certificate student seeking to pursue the MSAS degree will need to make a full application to the College of Architecture + Planning via the University of Utah Graduate School to do so. All students must meet the current general admissions requirements for the Graduate School and any specific requirements for the MSAS program in the College of Architecture + Planning. Only six (6) credit hours can be accepted from work completed prior to starting the MSAS degree.
Coursework Credit:

*I have graduated or have nearly completed my graduate degree at the University of Utah and have taken several of the certificate courses listed as part of my graduate degree. I would like to take the certificate program. Can I count those courses towards the certificate?*

Any historic preservation certificate course used in the completion of a graduate degree from the University of Utah may be applied toward this certificate unless there are specific provisions from those degrees stating otherwise. However, verification of eligibility for course credits used towards completion of other certificate programs must be made prior to acceptance of credit towards the Historic Preservation Certificate.

Only coursework completed in accordance with minimum grading standards for the certificate (see “Completion Requirements” section above) will be accepted towards completion of the certificate.

*I have completed graduate coursework at another accredited institution where I have taken several courses similar to the certificate courses. Can I count those courses towards the certificate?*

The certificate requires fifteen credit hours for completion. While comparable courses offered at other institutions will provide a richer background from which to draw in completing the certificate, transfer credit from other institutions will not be accepted. The spectrum of courses available for completing the certificate is sufficiently diverse so as to allow an enhancement of your prior educational coursework.