Procedures for Approval of Certificate Programs

See [Campus Certificate Policy (200-023)](#) and [CU System APS 1040](#) prior to completing the certificate application.

1. Departments, centers, institutes, colleges or schools may start the certificate process by completing the certificate form and getting the appropriate approvals. All sections and all relevant signatures need to be completed for all certificates.

2. Each certificate should be approved by the appropriate academic units following the department, college, school, or institute processes for certificate approval. It is important that faculty members are involved in the approval process. Certificates proposed by academic centers must be approved by the college or institute that houses the center. If multiple colleges are involved, each relevant college must approve the certificate.

3. Send the proposal to the appropriate campus committee
   a. Undergraduate Certificates are sent to the Vice Provost for Undergraduate Education and Academic Planning.
   b. Graduate Certificates are sent to the Dean of the Graduate School.

4. Proposals are reviewed by the appropriate campus committees/units.
   a. Undergraduate academic certificates are reviewed by the Council on Undergraduate Education, which makes a recommendation to approve or not approve the certificate. The committee may send the proposal back to the originating unit for further information.
   b. Graduate academic certificates are reviewed by the Graduate Executive Committee, which makes a recommendation to approve or not approve the certificate. The committee may send the proposal back to the originating unit for further information.
   c. Professional development (noncredit) certificates must be sent to campus-wide extended studies (CWES) for notification and to work out any administrative duties that CWES may have.
   d. The Campus Certificate Implementation Committee consists of representatives from Institutional Research, Financial Aid, Campus-wide Extended Studies, and Admissions and Records. This committee reviews documentation for appropriateness for financial aid eligibility and any broad campus concerns (e.g. transcript notation, CDHE and System approval, set up in CU-SIS). Concerns and suggested changes will be given to the chair of the appropriate undergraduate or graduate committee. The chair of the committee will contact the program official who instigated the certificate process to communicate the concerns.

5. Following approval by the appropriate review committees, the proposal is sent to the Provost for approval. Chancellor will need to approve if the certificate is going to CU System for review by Regents for placement on CDHE SURDS list.

6. Following approval by the Provost, the proposal is distributed to appropriate offices in order to implement the certificate, include CU System and Regents as needed. The initiating department is informed of the decision/outcome and timeline for implementation (e.g., admitting students).

Certificate Approval Form

In order for a certificate program to be reviewed, please fill out the form below and submit to the appropriate college and committees. Please plan on at least six months after submission before offering a certificate. Complete all information and obtain all appropriate signatures through program, center, institute and college signatures prior to sending to appropriate campus level committee.

PART I

1. Name of Certificate: _____

2. Department(s):_____

3. College(s): _____

4. Faculty Director/Advisor: _____

5. Type of Certificate:

    ☐ Financial Aid Eligible, Stand-alone certificate (formerly Gainful Employment)

    ☐ Course of Study (only for UCCS students in degree program)

    ☐ Professional Development (offered through extended studies)

    Note: If Financial Aid eligible certificate, will need approval by Regents.

6. Expected start date (semester and year): _____

7. Number of required credit hours: _____

8. Anticipated length of the program in semesters including summer (e.g., 2 years = 6 semesters): _____

9. Preferred CIP[i] code (XX.XXXX):_____

10. Is there a **licensure** associated with this certificate? YES   NO

    a. If yes, name of licensure: _____

    b. If yes, website where NC-SARA[ii] licensure disclosures exist: _____

11. What percent of courses in the certificate will be delivered via distance or **online** education?
    a. 100%
    b. 50-99%
    c. 1-49%
    d. 0%

12. Institutions accredited by the Higher Learning Commission are required to seek prior approval for credit-bearing certificate programs in which 50% or more of the courses were developed for the program and not derived from courses in existing academic programs. What percentage of the total courses required for this certificate were developed for this certificate and not derived from courses in existing programs?

    a. < 50%
    b. 50-100%

13. Describe the certificate program. Include in your description the following information:

    a. Certificate Description: Describe the field of study and basic design of the proposed certificate including how fits into the role and mission of the institution.

    b. Workforce Demand: Supply evidence of the opportunities available to certificate completers.

    c. Academic Requirements: Describe the admission criteria and list the courses and credit hours required for completion and the number of courses to be offered online.

    d. Tuition and Fees: Provide the tuition rate and any mandatory fees.

    e. Resource Requirements: Explain the resources required to deliver the program, clearly indicating new resources that must be secured.

    f. Enrollment: Provide enrollment projections for the first five years of implementation.

    g. Budget: Provide revenue and expenditure estimates, including the primary sources and uses of funds.

    h. The admission and exit process (include requirements for applying to certificate, process for completion). These details are important for Course of Study and Professional Development certificates. Financial Aid eligible certificates require formal application process through admissions.

    i. Other relevant information: Include any other information deemed relevant to support new certificate proposals.

Required Signatures

Additional names and signature lines may be added as necessary (e.g., center directors)

Requested by:

_____   _____   _____
Faculty: Name   Signature   Date

Approvals:

_____   _____   _____
Department Chair: Name   Signature   Date

_____   _____   _____
College Dean: Name   Signature   Date

_____   _____   _____
Campus Committee Chair: Name   Signature   Date
Graduate School Dean or Vice Provost of Undergraduate Education and Academic Planning

_____   _____   _____
Campus Certificate Implementation   Signature   Date
Committee Chair : Name

_____   _____   _____
Provost: Name   Signature   Date

_____   _____   _____
Chancellor: Name   Signature   Date
(if needed)

To be completed by the Campus Certificate Implementation Committee:

CIP Code: _____   Plan Code: _____

Career Code: _____   Subplan Code: _____

Program Code: _____   Effective Date: _____

Date Assigned: _____

Meets all federal Gainful Employment Certificate Requirements?: Yes   No
If no, what requirements are missing?