

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 relevant signatures need to be completed for all certificates. **Please note that timelines may vary and failure to submit a complete application will result in delays or denials of processing.**
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 of 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. If requesting campus funding, the University Budget Advisory Committee (UBAC) must review and recommend the proposal and pro-forma for approval. This does not apply to college only resources. The committee may send the proposal back to the originating unit for further information.
 - e. 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. The initiating department is informed of the decision/outcome and timeline for implementation (e.g., admitting students).