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).

Certificate Approval Form

For a certificate program to be reviewed, the Certificate Approval Form will need to be completed in OnBase. Please use the template below to create your proposal for the appropriate college/ committees and for completing the OnBase form.

1. Name of Certificate: _____
2. Department or Program:_____
3. College: _____
   a. Are additional colleges associated with this certificate? ◉ YES ☐ NO

      If yes, list additional colleges and departments or programs:

      _____
4. Faculty Director/Advisor: _____
   a. Are there additional faculty that will need to review this certificate? ☑ YES ☐ NO

      If yes, list additional faculty:

      _____
5. Is this a NEW Certificate or a REVISION to an existing Certificate?
   - ☐ New Certificate
   - ☑ Revision to Existing Certificate
6. Academic Career
   - ☑ Undergraduate
   - ☐ Graduate
   - ☐ Non-Degree
   - ☐ Non-Credit
7. Type of Certificate:

   ☐ Financial Aid Eligible, Stand-alone certificate (open to degree and certificate seeking students)

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

   ☐ Professional Development (offered through extended studies)

8. Preferred start date (semester and year): _____

9. Number of required credit hours: _____

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

11. Are you requesting campus resources and funding? ☑ YES ☐ NO

12. Preferred CIP code (XX.XXXX):_____

CIP stands for Classification of Instructional Programs and is a numeric system used to identify degree and certificate programs that may have a variety of names. Please suggest a CIP by referring to the available codes at https://nces.ed.gov/ipeds/cipcode/.

a. Are there additional CIP codes (If Cross-College)? ☐ YES ☑ NO

If yes, additional code (XX.XXXX):_____

13. Is there a licensure associated with this certificate? ● YES ☐ NO

a. If yes, name of licensure:_____

b. If yes, website where NC-SARA licensure disclosures exist:

_____

To learn more about NC-SARA and the licensure disclosure requirements, please refer to the NC-SARA section at https://ir.uccs.edu/institutionaldata/accreditation and/or read the latest federal regulation at https://ir.uccs.edu/sites/g/files/kjihxj1231/files/inline-files/CFR-2020-title34-vol3-sec668-43.pdf.

14. What is the method of instruction for this certificate?

☐ Online Only ☐ Online and In-Person

☐ In-Person Only ☑ Online or In-Person

15. What percentage will this certificate be online? ☐ <50% ☑ 50-100%

16. 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?

☑ < 50%

☐ 50-100%

17. Describe the certificate program. Include in your proposal the following headers and 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. If financial-aid eligible, list student learning outcomes and briefly outline assessment plans.

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. If you are requesting campus resources, you must work with the budget office to create a pro-forma. This does not apply to college only resources.

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