# Certificate Approval Routing Form

1. Department:
2. College:
3. Name of Certificate:
4. Preferred CIP[[1]](#endnote-1) code (XX.XXXX):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Please indicate the first semester and year when you would like the plan to be available to students:
6. Is there a **licensure** associated with this certificate? YES NO
	1. If yes, name of licensure:
	2. If yes, website where NC-SARA[[2]](#endnote-2) licensure disclosures exist:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. What percent of courses in the certificate will be delivered via distance or **online** education?
	1. 100%
	2. 50-99%
	3. 1-49%
	4. 0%
8. 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?
	1. < 50%
	2. 50-100%
9. Type of Plan:
	1. Undergraduate Certificate: must have high school diploma or GED and maintain a GPA of 2.0 or better
		* 12 – 29 credit hours
		* 30 – 59 credit hours
		* 60+ credit hours
	2. Graduate Certificate: must have baccalaureate (or master’s) degree and maintain a GPA of 3.0 or better
		* 12+ credit hours post-baccalaureate
		* 12+ credit hours post-master’s
	3. Course of study program: this option is a non-degree plan and does not culminate in a formal award and will not be recognized by the state of Colorado as a certificate.
10. Please describe any additional admissions criteria:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Total credit hours required for completion:
12. List all required courses (subject and catalog number). Asterisk new courses developed for this certificate program.

# Required Signatures

Is this plan eligible for financial aid?

 Yes

 No

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Executive Director of Financial AidJevita Rogers |  | Date |

Approvals:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Department Chair: Name | Signature | Date |
| College Dean: Name | Signature | Date |
| CUE or GEC Chair: Name | Signature | Date |
| Provost: Name | Signature | Date |

*Note: The Provost will route Undergrad Certificate and Graduate Certificate forms to notify appropriate offices at CU System and CDHE. The UCCS Office of the Registrar will build the certificate plan in CU-SIS upon receipt of CDHE’s recognition of the certificate.*

1. 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/>. [↑](#endnote-ref-1)
2. 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>. [↑](#endnote-ref-2)