

Approval Process for New Undergraduate Certificates

Revised October 2019

1. Department discusses idea for new undergraduate certificate with the Dean of their College.
2. If multiple departments are involved in developing and offering the certificate, one department must be designated as the home department for overseeing the certificate.
3. The home department will need to complete the program change form:
<https://www.umsystem.edu/ums/aa/degrees>
4. The home department submits a cover letter and certificate proposal to the Dean of their respective College for signature approving the new undergraduate certificate. If multiple departments and colleges are involved in developing and offering the certificate, the department chairs and deans of the other colleges involved must also approve and sign the proposal.
5. The Dean's Office coordinates with the home department to obtain a CIP tracking code from the following site: <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>
6. After the Dean(s) signs the proposal it is forwarded to the "all faculty listserv"
7. If no objections by faculty, it is forward back to Dean(s) for a decision
8. If approved by Dean(s) it is forward to Krista Chambers for review and approval of the Provost.
9. Upon approval by the Provost the proposal is sent to UM System Academic Affairs so it can be process and presented to the CBHE for approval.
10. The UM System notifies the Provost when the new undergraduate certificate is approved by CBHE.
11. The Provost notifies the home department of the CBHE decision.
12. The home department submits new certificate program on a Degree Change form with the approvals to the CCC secretary for administrative revisions.
13. CCC secretary forwards certificate and approvals to the Discipline Specific Curriculum Committee of the home department for review.
14. If approved by the discipline specific curriculum committee the certificate and approvals are forwarded to the campus curriculum committee.
15. If approved by the campus curriculum committee the certificate and approvals are forwarded with recommendation for approval to the Faculty Senate.
16. Upon approval of the Faculty Senate, the Registrar's Office adds the certificate to the catalog and adds the required courses for the new undergraduate certificate into the Degree Audit System.