

Approval of Certificate Program related to or complementary to a degree program

In addition to a Form C, the program should provide the following information for certificate program approval.

- I. Program Identification
 - a. Title of certificate
 - b. Department where certificate will be housed
 - c. College
 - d. Implementation date
 - e. Delivery method: face to face, online, hybrid, onsite or off campus
- II. Description
 - a. Certificate program description including number of credits and how it relates to an existing degree program
 - b. Learning Outcomes
 - c. List of courses/additional requirements
 - d. Description of how students in the certificate program will be assessed
 - e. Describe how advising of students will be done
 - f. Describe how the program will be evaluated
- III. Rationale
 - a. Describe the need for this certificate program
 - b. Intended audience for the program
- IV. Resources
 - a. Additional resources needed beyond existing degree program
 - b. Special considerations (personnel, facilities, classified staff, faculty)