Procedures and Policies for Establishing a Certificate Program in the College of Arts and Sciences

September 1, 2011

Minimum Certificate Requirements

1. 18 credit hours of specified course work within the College of Arts and Sciences.
2. 9 credit hours of the 18 credit hours must be completed at the upper-division level.
3. A minimum of 12 credit hours must be taken on campus.
4. A maximum of 6 semester transfer credit hours from other institutions will be accepted.

Procedures for Establishing a Certificate Program

Certificate Programs are approved by the Dean of the College of Arts and Sciences upon recommendation by the College Curriculum Committee. Application materials should be prepared in consultation with the appropriate divisional associate dean and should contain the following information:

Statement of General Purpose of the Certificate Program. This statement should address both educational and scholarly purposes of the proposed program.

Statement of Congruence with College and Campus Mission, and the extent to which the proposed certificate program parallels other certificate or degree programs at other Front Range educational institutions.

Description of Proposed Curriculum. Existing courses should be identified and the frequency with which they are offered noted. Proposed new courses, if any, should also be identified. A brief rationale for the curricular plan should be included in the proposed by-laws of the Center or Institute. Either way, the following questions need to be addressed relative to the certificate program:

Who will direct the program, and how will the Director be selected?
What group or committee will have oversight responsibility for the curriculum?
Who will be responsible for advising and auditing program students?
How will the certificate be awarded?

Resource Implications. Please describe the resources (financial, space, other) needed for operation of the program. Please identify the proposed source(s) of these resources.

Endorsements. Please include statements of endorsement from chairs of any involved departments and programs.