

Establishment or Modification of Certificate Programs

Report due to IHL: As needed by institution (See 2023-24 deadlines)

Template: Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)

File Types to Submit to IHL: PDF format with signatures

Corresponding Board Policy: 501

Establishment or modifications of Certificate Programs are presented as information to the Board of Trustees at all regular Board meetings: January, February, March, April, May, June, August, October, and November. The establishment or modification of certificate programs require no formal action by the Board of Trustees; however, the Associate Commissioner of Academic and Student Affairs should be informed of any certificate programs that carry academic credit in order for the programs to be placed on the Academic Program Inventory.

All certificate programs should follow the guidelines below:

- Certificate programs shall be consistent with the mission of the institution.
- Certificate programs shall be consistent with degree programs offered by the institution.
- Certificate programs shall require students to meet admission requirements of the institution.
- Certificate programs shall not exceed the level of courses offered by the institution.
- Certificate programs shall follow the levels specified by the National Center for Education Statistics IPEDS Data Collection System. (revised guideline – 10/26/2023)
- Institutions offering certificate programs will maintain enrollment and completion data as part of the student's record.
- Certificate programs are submitted to the Office of Academic and Student Affairs.

Process

1. A university establishing, modifying, or deleting a certificate program shall submit an electronic, signed PDF copy of the ***Intent to Offer, Modify, or Delete a Certificate Program*** to the Office of Academic and Student Affairs (OASA). If the Report is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.
2. The Report will be evaluated by OASA.
3. The Report will be placed on the agenda of the Chief Academic Officer's Council meeting.
4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the Report.
5. The Board of Trustees will receive the *Certificate Program Intent* on the Information Agenda at the appropriate meeting.