

## Undergraduate Certificate Approval Process

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### A. New Undergraduate Certificate Programs

1. Department proposes idea for new undergraduate certificate with the Vice Provost and Dean (VPD) of their college to receive approval to move forward.
2. If multiple departments are involved with the undergraduate 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/academic-programs-and-guidelines>
4. The home department submits a cover letter, the program change form, and certificate proposal to the VPD 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 VPD'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 VPD(s) signs the proposal, it is submitted to [newdegreeprograms@mst.edu](mailto:newdegreeprograms@mst.edu) to be sent to the "all faculty listserv" for faculty feedback. Provost office will distribute any faculty feedback/summary to the VPD.
7. VPD(s) will approve, or require department to address concerns, if any.
8. When approved by VPD(s), it is emailed to [newdegreeprograms@mst.edu](mailto:newdegreeprograms@mst.edu) for review and approval of the Provost.
9. Upon Provost approval, the home department is notified and requested to add the certificate in *CourseLeaf*.
10. The home department submits the new certificate program to the Campus Curriculum Committee Secretary on a Degree Change form via *CourseLeaf* with the proposal and approval memos as the supporting document.
11. The Campus Curriculum Committee Secretary forwards the Degree Change form, the proposal, and the approval memos to the Discipline Specific Curriculum Committee of the home department for review. If approved, it is forwarded to the Campus Curriculum Committee.
12. If approved by the Campus Curriculum Committee the certificate and approvals are forwarded with recommendation for approval to the Faculty Senate.
13. Upon approval by Faculty Senate, the provost office sends the packet to the UM System Academic Affairs office so it can be processed and presented to the MDHEWD for approval.
14. UM System Academic Affairs office notifies the provost office when the new certificate is approved. The provost office will submit screening/prescreening forms for HLC review.
15. The provost office notifies the home department of the MDHEWD's approval and attaches the approval certificate in *CourseLeaf*. A copy of this email is sent to the Registrar's office. The Registrar's office creates the degree audit for the appropriate catalog year.

### B. Revised Undergraduate Certificate Programs

### C. Minor Changes -- Course Number Updates/Course Title Changes/Curriculum Change for One Course Only (*In certain cases, two courses could be considered a minor change, please contact the Provost Office for clarification.*)

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**Office of the Provost**

- a. The home department notifies the Vice Provost and Dean (VPD) of their college of the revised minor changes to the undergraduate certificate.
- b. The department submits a revised undergraduate certificate program to the Campus Curriculum Committee secretary on a Degree Change form via *CourseLeaf*.
- c. The Campus Curriculum Committee Secretary forwards the certificate to the Discipline Specific Curriculum Committee of the home department for review. If approved, it is forwarded to the Campus Curriculum Committee.
- d. The Campus Curriculum Committee reviews and upon its approval the certificate and approvals are forwarded with recommendation for approval to the Faculty Senate.
- e. Upon approval of the Faculty Senate, the Registrar's office updates the degree audit accordingly.

**2. Significant Changes -- Certificate Title Change/Modality Changes/Deletion of Certificate/Curriculum Changes for Two or More Courses (*In certain cases, two courses could be considered a minor change, please contact the Provost Office for clarification.*) (*Substantial changes are specified in the MDHEWD Program Change Form*)**

- a. The department submits a cover letter, a MDHEWD Program Change Form <https://www.umsystem.edu/ums/aa/academic-programs-and-guidelines>, and the revised undergraduate certificate proposal to the Vice Provost and Dean (VPD) of their respective college for approval. 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.
- b. After the VPD(s) signs the proposal, it is submitted to [newdegreeprograms@mst.edu](mailto:newdegreeprograms@mst.edu) to be sent to the "all faculty listserv" for faculty feedback. Provost office will distribute any faculty feedback/summary to the VPD(s).
- c. VPD(s) will approve, or require department to address concerns, if any.
- d. When approved by the VPD(s) and any revisions incorporated, it is emailed to [newdegreeprograms@mst.edu](mailto:newdegreeprograms@mst.edu) for the review and approval of the Provost.
- e. Upon Provost approval, the home department is notified and requested to enter the changes to the undergraduate certificate in *CourseLeaf*.
- f. The home department submits the changes to the undergraduate certificate program to the Campus Curriculum Committee Secretary on a Degree Change form via *CourseLeaf* with the proposal and approval memos as the supporting document.
- g. The Campus Curriculum Committee Secretary forwards the Degree Change form, the proposal, and the approval memos to the Discipline Specific Curriculum Committee of the respective department(s) for review. If approved, it is forwarded to the Campus Curriculum Committee.
- h. If approved by the Campus Curriculum Committee the undergraduate certificate changes and approvals are forwarded with recommendation for approval to the Faculty Senate.
- i. Upon approval by Faculty Senate, the provost office sends the packet to the UM System Academic Affairs office so it can be processed and presented to the MDHEWD for approval.
- j. UM System Academic Affairs office notifies the provost office when the revised certificate is approved. The provost office will submit screening/prescreening forms for HLC review.
- k. The provost office notifies the home department of the MDHEWD's approval and attaches the approval to the certificate in *CourseLeaf*. A copy of this email is sent to the Registrar's office. The Registrar's office creates the degree audit for the appropriate catalog year.

\*\*If necessary, HLC requirements for substantive changes will be completed/submitted by the provost office.