Please use the guidelines in this document to prepare proposals for certificates of any kind at UHD. These guidelines do not supersede any official UHD policy or external regulation or law and may be updated as needed by UCC in consultation with the Provost’s Office.

All certificates are considered curriculum at UHD and thus are subject to the same review and approval procedures identified in UHD Policy Statements for all curriculum. Required documentation is listed at the end of these guidelines and the actual documents will be available on the Academic Affairs Website.

Administration supports planning for certificates for both internal and external student populations. Please note that certificates for external (not currently enrolled students) will require admissions processes; we anticipate improved infrastructure for these processes as we move into People Soft.

Content of this Document
I. Financial Aid Eligibility
II. Certificate types
   Certificate Category A
   Standalone Certificates of 6-15 graduate hours or 9-20 undergraduate hours aligned with an existing program (meaning at least 50% of coursework serves an existing program).
   Certificate Category B
   Standalone Certificates of 16+ graduate hours or 21+ undergraduate hours whether aligned with existing program or not
   Certificate Category C
   Certificates of 6-15 graduate hours or 9-20 undergraduate hours NOT aligned with an existing program (meaning more than 50% of coursework does not serve an existing program)
III. Processes for Category A Certificates
IV. Processes for Category B Certificates
V. Processes for Category C Certificates
VI. Documents Required for ALL Certificates
I. Financial Aid Eligibility and Admissions

There are a number of variables and processes that affect financial aid eligibility, including current status of student, level of certificate, and number of credit hours.

BE ADVISED: For every certificate that is DOE eligible, the department will be responsible for tracking graduates to report on gainful employment. IR and Financial Aid will offer guidelines on what is required, but they will not do the actual tracking—the department will be responsible for gathering the needed data and completely the annual report.

Currently Enrolled UHD Students

Admissions: At this point, we do not have anything coded in the system for certificates, nor do we have official policy. However, the most likely plan would be that currently enrolled students would “declare” a certificate like they do a minor—there will likely be a form and someone will have to ensure that they meet the prerequisites for the certificate. [Once we are fully in PeopleSoft this will likely be easier.]

Financial Aid: If students are already degree-seeking at UHD, then they are already financial-aid eligible. Thus, if they take classes in your certificate program, they should be covered.

External Applicants (not currently degree-seeking at UHD):

Admissions: Students will need to apply to UHD through the Apply Texas system—this means you will need to work with admissions to determine how to title and where to list the certificate. Also, students will need to submit materials such as transcripts to allow someone to check for eligibility (not sure where this would happen). Admissions may require faculty or departmental review, depending on the type of admissions criteria and perquisites associated with the certificate.

Financial Aid: If students come to UHD to take the certificate only, then they will get financial aid only if the certificate itself is financial-aid eligible. In ALL cases, the university must apply to the DOE for eligibility before financial aid can be advertised or offered. Below are the requirements from the DOE:

Undergraduate Certificates of 8-15 hours (directly from the DOE application):

- lead to a certificate or other recognized educational credential,
- prepare students for gainful employment in a recognized occupation,
- are at least 10 weeks, and
- provide at least 8 semester or trimester credit hours, 12 quarter credit hours, or 300 clock hours of instruction.

AND

- require an enrolling regular student to have an associate degree or higher degree.
Must also be aligned with an existing program at UHD to meet THECB requirements.

**Undergraduate Certificates of 16+ hours (directly from the DOE application):**
- lead to a certificate or other recognized educational credential,
- prepare students for gainful employment in a recognized occupation,
- are at least 15 weeks, and
- provide at least 16 semester or trimester credit hours, 24 quarter credit hours, or 600 clock hours of instruction

If 21+ hours, (must be also approved by the THECB) are eligible.

**Graduate Certificates of 9-15 hours aligned** with existing program are eligible.

**Graduate Certificates of 16+ hours** (must be also approved by the THECB) are eligible.

**Graduate Certificates of 9-15 hours that are NOT aligned** with an existing program are NOT eligible.

**II. Certificate Types**

Below are the following categories of certificates; each category has a different set of possibilities and requirements as defined in this document:

Standalone = can be applied to and transcripted separately from other programs

**Certificate Category A**

Standalone Certificates of 6-15 graduate hours or 9-20 undergraduate hours aligned with an existing program (meaning at least 50% of coursework serves an existing program). If existing coursework comes from more than one program, please make clear in your proposal how they serve the certificate cohesively and can reasonably be subsumed within the program you are aligning with.

- No THECB approval needed
- Eligible and must apply for DOE funding (but if 8-15 hours undergrad, for external applicants you must require an Associate (AA/AAS degree to be DOE eligible)

**Certificate Category B**

Standalone Certificates of 16+ graduate hours or 21+ undergraduate hours whether aligned with existing program or not

- THECB approval needed
- Eligible for and must apply for DOE funding if approved
**Certificate Category C**

Certificates of 6-15 graduate hours or 9-20 undergraduate hours **NOT aligned with an existing program** (meaning more than 50% of coursework does not serve an existing program)

- THECB will not review
- Not eligible for DOE funding

### III. Processes for Category A Certificates

**6-15 graduate SCHs**

**9 -20 Undergraduate SCHs**

**Aligned with existing program**

[“Alignment” or “part of” requires at least 50% of hours or coursework be overlapping with an existing program.]

<table>
<thead>
<tr>
<th>Task</th>
<th>Timeline (TOTAL may be 18 months)</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 <strong>Discussion and Planning</strong></td>
<td>Variable</td>
<td>Faculty</td>
</tr>
<tr>
<td>Have preliminary discussions with colleagues, Chair and Dean. Consider admissions materials, process, degree map, and assessment plan as well as market potential and market competition. <strong>NOTE:</strong> 50% of courses in a certificate of this size serve an existing degree plan for a full master’s program at UHD.</td>
<td>Variable</td>
<td>Faculty</td>
</tr>
<tr>
<td>2 <strong>Complete ALL documents required in Section VI.</strong></td>
<td>Variable (Have Provost’s Office staff review pro forma—at least 1 week)</td>
<td>Faculty (with help on Pro Forma from Provost’s Office or CBA)</td>
</tr>
<tr>
<td>3 <strong>Begin internal approval process</strong> for full package prepared in step 2 (Dept curriculum Committee, Chair, Dean, UCC, Provost)</td>
<td>Variable in Dept. UCC meets 1st Friday each month and needs docs at least 1 week in advance.</td>
<td>Each level</td>
</tr>
<tr>
<td>4 <strong>Provost’s Office sends to Provost’s Council as information item for signature</strong></td>
<td>Provosts Council meets 1x/month</td>
<td>Provost Office Staff</td>
</tr>
<tr>
<td>5 <strong>Send notification to SACSCOC</strong> (if will be transcripted separately)</td>
<td>SACSCOC requires 6 months and must</td>
<td>SACSCOC Liaison</td>
</tr>
<tr>
<td>Task</td>
<td>Timeline (TOTAL may be 18 months)</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
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<td>----------------------------------------------</td>
</tr>
<tr>
<td>1 Discussion and Planning</td>
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</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Consider admissions materials, process, degree map, and assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>plan as well as market potential and market competition.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Complete all documents required in Section VI.</td>
<td>Variable (Have Provost’s Office staff review pro forma—at least 1 week)</td>
<td>Faculty (with help on Pro Forma from Provost’s Office or CBA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Begin internal approval process for full package prepared in step 2</td>
<td>Variable in Dept.</td>
<td>Each level</td>
</tr>
<tr>
<td>(Dept curriculum Committee, Chair, Dean, UCC, Provost)</td>
<td>UCC meets 1st Friday each month and needs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>docs at least 1 week in advance.</td>
<td></td>
</tr>
<tr>
<td>4 Provost’s Office sends to Provost’s Council as information item</td>
<td>Provosts Council meets 1x/month</td>
<td>Provost Office Staff</td>
</tr>
<tr>
<td>for signature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Out for 30-day comment period within 50 miles</td>
<td>1 month</td>
<td>Provost Office Staff</td>
</tr>
<tr>
<td>6 To the THECB for approval</td>
<td>2-3 months; THECB is variable in response</td>
<td>Provost Office Staff</td>
</tr>
<tr>
<td>(During this time, work with admissions on how to code, approve,</td>
<td>time</td>
<td></td>
</tr>
<tr>
<td>etc. and on SACSCOC materials) Do NOT advertise or start offering</td>
<td></td>
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<tr>
<td>courses without Provost Office approval.</td>
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</tbody>
</table>

IV. Processes for **Category B Certificates**

16+ Graduate or 21+ undergraduate whether aligned or not aligned with current program
1 | Discussion and Planning  
Have preliminary discussions with colleagues, Chair and Dean. Consider admissions materials, process, degree map, and assessment plan as well as market potential and market competition. | Variable | Faculty |
2 | Begin internal approval process for full package (Dept curriculum Committee, Chair, Dean, UCC, Provost). Submit all documents required in Section VI. | Variable in Dept UCC meets first Friday each month and needs docs at least 1 week in advance. | Each level of review |
3 | Work with Admissions/Advising to determine admissions process for students and coding in the system  
NOTE: Only current degree-seeking students would be eligible for financial aid for these certificates—students who enroll only for the certificate will not be eligible for financial aid. | 2-4 weeks if is a “declaration process” and only for internal students (if allowing external students to register, it may be more like 1-2 months, especially if is an in early batches of these certificates—coding and admissions processes need to be developed and you will need to set up admissions processes | Faculty/Department Chair |

<table>
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</thead>
</table>
| 1 Discussion and Planning  
Have preliminary discussions with colleagues, Chair and Dean. Consider admissions materials, process, degree map, and assessment plan as well as market potential and market competition. | Variable | Faculty |
| 2 Begin internal approval process for full package (Dept curriculum Committee, Chair, Dean, UCC, Provost). Submit all documents required in Section VI. | Variable in Dept UCC meets first Friday each month and needs docs at least 1 week in advance. | Each level of review |
| 3 Work with Admissions/Advising to determine admissions process for students and coding in the system  
NOTE: Only current degree-seeking students would be eligible for financial aid for these certificates—students who enroll only for the certificate will not be eligible for financial aid. | 2-4 weeks if is a “declaration process” and only for internal students (if allowing external students to register, it may be more like 1-2 months, especially if is an in early batches of these certificates—coding and admissions processes need to be developed and you will need to set up admissions processes | Faculty/Department Chair |
VI. Documents Required for ALL Certificates

These documents are available in a single packet at the academic affairs website under new degrees and certificates. All documents must be submitted through the curricular review process because they will all be required for Provost-level approval.

1. Final Certificate Proposal—this is a UHD document
   [UCC will verify all parts are submitted but focuses its review/approval primarily on parts A, B, C, F, and G]
   A. Statement of 2-3 pages that addresses: Congruence with System Goals, Program Description, Student and Job Market Demand, Program Duplication, Faculty Resources, Summary of state or national need [mimics UHD Planning Approval docs]
   B. Full Degree Plan (lists of courses, clarity in required/electives) as it would appear in the catalog, with any new courses marked as such
   C. Possible Course Rotation (demonstrating potential for student complete certificate in specified time frame if “full-time”)
   D. Brief description or identification of target applicants (internal and/or external)
   E. Required Qualifications and Admissions Criteria (only if external)
   F. IF 16+ hours or not part of existing program, include list of program outcomes, curriculum map for courses to outcomes, assessment plan (assessment plan required for all certificates)
   G. Signature page for department curriculum committee, department chair, Dean, UCC Chair, and Provost

2. Pro Forma—this is a calculation of various costs and revenues for the new program or certificate (will require specific information from the Provost’s Office)

3. Certificate Cover Sheet—this is from the THECB and must accompany all certificates even if not seeking THECB approval

4. SACSCOC Compliance Form—this form is for UHD purposes (attached to Certificate Cover sheet in #1)

5. THECB Distance Education/Off-Campus Form—this form is required to ensure that we are identifying clearly students and assessment processes for distance and online versions of programs; get form on the Provost’s website

6. Post-Approval Commitment Form—this form is required to ensure that program faculty understand what will be required to establish and maintain the certificate after program approval.