http://externalrelations.arizona.edu/styleguide/images/webgraphics/a-line-blue.png

**Undergraduate Certificate – Additional information form**

Note: Certificate programs offered at the University of Arizona, at the undergraduate or graduate level, are not approved as eligible programs for federal student financial aid. Although students enrolled in certificate programs are not eligible for any federal student aid programs, students may be eligible for private loans, outside scholarships, and University of Arizona department funding. For more information, please see [Federal Student Financial Aid Eligibility for Programs](http://academicaffairs.arizona.edu/guides-and-forms).

1. **Program Affiliation** – specify whether the UA offers an affiliated undergraduate program – the affiliated program may or may not have the same name as the proposed certificate.
2. **Certificate Description** 
   1. Provide a catalog description of this program to be used to market the certificate. Include information regarding the main content, knowledge areas, key questions to be explored, skillsets to be developed and opportunities for application of the subject matter.
3. **Purpose**
   1. Discuss the primary intent of this certificate and describe what makes this program distinct from other existing programs on campus.
4. **Target Audience(s)**
   1. Describe the target audience(s) for this certificate and the specific audience needs this certificate aims to address. Address the relevant points below based on your target audience(s).
      1. Does this certificate meet the needs of an **industry or workforce partner**? Explain the industry needs this certificate is proposing to address. Provide a list of industry partners with whom you are working and confirmation of this support.
      2. Does this certificate provide an **introductory pathway to an existing graduate degree**? Provide the name(s) of the degree(s).
      3. Does this certificate serve as **professional development for the targeted audience**? Explain how this certificate will help the audience develop professionally.
5. **Certificate Requirements**
   1. List the certificate requirements, including number of credit hours required and any special requirements for completion. Certificate requirements should include sufficient units to provide a substantive program and an appropriate level of academic rigor and in no case be less than 12 units of credit.
   2. List current and new courses needed to meet certificate requirements, including course prefix/number, title and number of units. New courses should be designated as such and include a proposed prefix/number, title, catalog description and number of units. If the courses listed belong to a department that is not a signed party to this implementation request, please obtain the department head’s permission to include the courses in the proposed program and information regarding accessibility to the course(s) for students in the proposed program.
   3. Indicate which courses will be offered on-campus and those offered off-campus, as well as the method of delivery. (If the certificate is to be offered through UA Online, please contact Academic Initiatives and Student Success to make arrangements.)
   4. If courses will be offered online, how will you protect academic integrity?

*Note: Future changes to the curriculum originally approved for the certificate must be approved by the Undergraduate Council.*

1. **Student Admittance/Advising/Completion** – a high school diploma or equivalent is required for admission to an undergraduate certificate.
   1. List any prerequisites or standardized tests required for admission.
   2. Indicate if concurrent enrollment in a degree program is allowed or required.
   3. Indicate the maximum number of transfer units (courses taken at institutions other than the UA) that may be applied to the certificate.
   4. What provisions are included for student advising?
   5. If there are affiliated undergraduate programs (refer to section III above), may the units earned for the certificate be applied to the degree program? If so, how many?
   6. May a student use units taken in non-degree status to satisfy undergraduate certificate requirements? If so, how many?
2. **Outcomes and Assessment** – provide a plan and frequency for assessing the intended certificate outcomes both for students and the certificate.
   1. Student Learning Outcomes and Assessment – describe what students should know, understand, and/or be able to do after completing the coursework for this certificate. List the outcomes and courses in a table to indicate where the assessment will take place. Tie these outcomes to specific courses in the curriculum. For an example of the table, view:  
       <http://assessment.arizona.edu/sites/default/files/Graduate%20program%20Branded%20assistance%20with%20annotations.pdf> .
   2. Certificate Outcomes and Assessment – identify factors that indicate that completion of the certificate leads to gainful employment or acquisition of employable knowledge or skills. Explain the plan to collect direct evidence from alumni and employers.
3. **Certificate Demand** – *is there sufficient student demand for the certificate?*
   1. What is the anticipated student enrollment for this certificate by the third year the certificate is offered? Please provide measurable indicators of student interest in the certificate (survey results of current students or alumni) and with reference to similar programs elsewhere. Provide market analysis or other tangible evidence to support projected enrollment numbers.
   2. What community needs, preparation for professional certification exams, degree program recruitment, or employability enhancements will this certificate provide? Please provide evidence of feedback from potential employers regarding the value of the proposed program.
   3. Will there be any collaboration with other departments or universities to maximize resources? If there is collaboration, please include a memo of support from the applicable parties.
4. 1. Provide a detailed and robust marketing strategy for this certificate.
   2. Provide a copy of the budget for the certificate including start-up costs and the anticipated costs for the first three years. Include some indication of how this fits with the overall department budget.
5. **Contacts and Administration**
   1. List the name and contact information for the primary point of contact for the certificate.
   2. List the name and contact information for the person or persons who will serve in the role of Director of Undergraduate Studies (DUS) for the certificate. (This is not always the same as the DUS for affiliated programs or head of the managing academic unit.)