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. **General Information**
   1. Proposed Title of Certificate:
   2. CIP Code:
   3. Anticipated first admission term:
2. **Requested by** [College, Department]
3. **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.
4. **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.
5. **Purpose**
   1. Discuss the primary intent of this certificate and describe what makes this program distinct from other existing programs on campus.
6. **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.
7. **Certificate Requirements -** complete the table below to 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. Delete the EXAMPLE column before submitting/uploading.

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| **Minimum total units required**  ***\*minimum 12 units*** |  | EXAMPLE  12 |
| **Minimum upper-division units required**  ***\*minimum 6 units of credit must be upper division UA coursework*** |  | 6 |
| **Total transfer units that may apply to the certificate.** |  | 6 |
| **List any special requirements to declare/admission to this certificate (completion of specific coursework, minimum GPA, interview, application, etc.)** |  | -Meet with departmental interview committee  -Complete all pre-requisite coursework |
| **Certificate requirements. List all required certificate requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.** |  | List all required coursework.  For example:  Actuary core:  Complete 2 courses (6 units):  -(NEW) ACTU 123 (3) Introduction to Actuarial Sciences  -(NEW) ACTU 345 (3) Advanced Actuarial Methods  Actuary Internship:  Complete 3 units:  -(NEW) ACTU 393 (1-6) Internship  Actuary Electives: Complete 3 units from the following: [list courses] |
| **Internship, practicum, applied course requirements (Yes/No). If yes, provide description.** |  | Yes. Students complete 3 units of an internship or practicum in the field. |
| **Additional requirements (provide description)** |  | Students must submit a portfolio for departmental review at the end of the certificate coursework |
| **Any** [**double-dipping restrictions**](https://catalog.arizona.edu/policy/double-use-courses-double-dipping) **(Yes/No)? If yes, provide description.**  ***\*A maximum of 6 units may double-dip with a degree requirement (major, minor, General Education) or second certificate.*** |  | Yes, certificate coursework may not double dip with another major, minor, or certificate |

1. **Current Courses**–using the table below, list all existing courses included in the proposed certificate. You can find information to complete the table using the [UA course catalog](https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA_CATALOG/HRMS/h/?tab=DEFAULT)  or [UAnalytics](https://analytics.uaccess.arizona.edu/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FStudent%2F_portal%2FCatalog%20and%20Schedule) (Catalog and Schedule Dashboard> “Printable Course Descriptions by Department” On Demand Report; right side of screen). If the courses listed belong to a department that is not a signed party to this implementation request, upload the department head’s permission to include the courses in the proposed certificate and information regarding accessibility to and frequency of offerings for the course(s). Upload letters of support/emails from department heads to the “Letter(s) of Support” field on the UAccess workflow form. Add rows to the table, as needed.

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| **Course prefix and number (include cross-listings)** | **Units** | **Title** | **Course Description** | **Pre-requisites** | **Modes of delivery (online, in-person, hybrid)** | **Typically Offered**  **(F, W, Sp, Su)** | **Dept signed party to proposal? (Yes/No)** |
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*Note: Future changes to the curriculum originally approved for the certificate must be approved by the Undergraduate Council.*

1. **New Courses Needed** – using the table below, list any new courses that must be created for the proposed program. If the specific course number is undetermined, please provide level (ie CHEM 4\*\*). Add rows as needed. Is a new prefix needed? If so, provide the subject description so Curricular Affairs can generate proposed prefix options.

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| **Course prefix and number (include cross-listings)** | **Units** | **Title** | **Course Description** | **Pre-requisites** | **Modes of delivery (online, in-person, hybrid)** | **Status\*** | **Anticipated first term offered** | **Typically Offered**  **(F, W, Sp, Su)** | **Dept signed party to proposal? (Yes/No)** | **Faculty members available to teach the courses** |
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\*In development (D); submitted for approval (S); approved (A)

Subject description for new prefix (if requested). Include your requested/preferred prefix, if any:

1. **Faculty & Resources**
   1. **Current Faculty -** complete the table below. If UA Vitae link is not provided/available, attach a short CV (2-3 pages) to the end of the proposal or upload to the workflow form. UA Vitae profiles can be found in the [UA directory/phonebook](https://directory.arizona.edu/phonebook).Add rows as needed. Delete the EXAMPLE rows before submitting/uploading. **NOTE: full proposals are distributed campus-wide, posted on committee agendas and should be considered “publicly visible”. Contact** [**Martin Marquez**](mailto:martinmarquez@email.arizona.edu) **if you have concerns about CV information being “publicly visible”.**

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| Faculty Member | Involvement | UA Vitae link or “CV attached” |
| EX: Joan Smith | Teach ACTU 123 | CV attached |
| EX: Mike Smith | Teach ACTU 345, Faculty advisor, Internship supervisor | UA Vitae Link |
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* 1. **Additional Faculty –** Describe the additional faculty needed during the next three years for the initiation of the program and lis the anticipated schedule for addition of these faculty members.
  2. **Library Acquisitions Needed –** Describe additional library acquisitions needed during the next three years for the successful initiation of the program.
  3. **Physical Facilities & Equipment -** Assess the adequacy of existing physical facilities and equipment available for the proposed certificate. Include special classrooms, laboratories, physical equipment, computer facilities, etc. Describe additional physical facilities and equipment that will be required or are anticipated during the next three years for the proposed program.
  4. **Other Support -** Describe other support currently available for the proposed certificate. Include support staff, university and non-university assistance. List additional staff and other assistance needed for the next three years.
  5. **Marketing & Recruitment** - Provide a detailed and robust marketing strategy for this certificate.
  6. **Financial -** 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.

1. **Student Learning Outcomes and Assessment** – describe what students should know, understand, and/or be able to do after completing this certificate, and how student outcomes will be assessed. Provided a detailed curricular map linking student outcomes to specific courses and class activities. Consider working with [Office of Instruction and Assessment](https://oia.arizona.edu/) to create a curricular map using Taskstream.
2. **Certificate Outcomes and Assessment**– identify factors that indicate that completion of the certificate enhances the undergraduate experience. Describe measures for programmatic assessment, and provide a detailed plan for assessing certificate outcomes.
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. **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.)