University of Colorado
Colorado Springs

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UCCS CAMPUS POLICY

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Policy Title: Certificate Programs

Policy Number: 200-023   **Policy Functional Area: Academic**

Effective:	June 2, 2015
Approved by:	Pam Shockley- Zalabak, Chancellor
Responsible Vice Chancellor:	Provost/Academic Affairs, Administration and Finance, and Student Success
Office of Primary Responsibility:	VCAA, VCAF, VCSS
Policy Primary Contact:	VCAA, 719-255-3700
	VCAF, 719-255-3210
	VCSS, 719-255-3582
Supersedes:	N/A
Last Reviewed/Updated:	April 1, 2014
Applies to:	Administration, Faculty

Reason for Policy: This campus policy identifies and consolidates all operating procedures related to certificate programs

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I. INTRODUCTION

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

> The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Purpose:
   Whereas there are competing definitions of certificates and several campus stakeholders, whereas college or departmental procedures may not supersede or conflict with campus policy, this campus policy identifies and consolidates all operating procedures related to

certificate programs. This policy is necessary as some certificate programs require financial aid and transcript notation, and all certificate programs must be evaluated for reporting purposes. A variety of certificates is possible with different federal and campus requirements that are delineated in this policy. This policy (and associated procedures) outlines the requirements for internal approval of all certificate programs; it does not supersede or replace external processes, compliance, or reporting beyond UCCS (e.g., CU Board of Regents, US Department of Education, Colorado Department of Higher Education, Higher Learning Commission, etc.).

C. Procedures:
1. Minimum requirements for certificate programs are delineated in the Standards and Procedures for Certificates document. All certificate programs and proposals are expected to follow these requirements as well as requirements in their own unit and College.

2. Approval Processes for Certificates
   a. All certificate programs must receive approval following college/school procedures. Certificates being offered through collaboration across institutions must define who will get credit for conferrals of certificates and delineate responsibilities of each partnering institution.
   b. Following college approval, the Sponsoring Department submits a proposal to the appropriate campus committees as delineated in the Standards and Procedures for Certificates document.
   c. Each PD certificate program must be linked to an academic department and receive approval from that department; although Office of Online and Academic Outreach may have administrative oversight for some certificates.

3. Reporting Requirements
   a. Different types of certificate programs may have reporting requirements. To meet the reporting requirements, the Campus Certificate Implementation Committee will be informed about proposed and approved certificate programs.

   b. Institutional Research includes certificate-seeking students in external reporting according to report specifications established by the requesting organization. Certificate students are not counted as degree-seeking students in SURDS nor IPEDS, but the students are counted as enrolled for credit. Only Gainful Employment Certificate completions will be recorded as conferrals within the Integrated Student Information System (ISIS) as per processes established by the Registrar. The Higher Learning Commissions of the North Central Association requires notification of Title IV eligible certificates in which 50% or more of the courses were developed specifically for the certificate; this notification process is delineated on the HLC website and should be coordinated through Academic Affairs.

4. Timelines
   Be aware that the process for a certificate to be reviewed may take up to six months (or

more, under certain circumstances, if offered off-site). If a certificate has been approved mid-semester, it will not be an eligible program until the following term.

5. Applicability
   All programs offering a certificate program must have approval. If a program has not received campus approval in the past, they must seek approval under this policy. If a program has received approval by a campus process and is listed with Records as a CoS or GE certificate, then that past approval will hold. All existing non-notated certificates must seek approval under this policy. All new certificates must receive approval following processes outlined in this policy.

6. Marketing/Advertising/Publishing Information about Certificate Programs
   When marketing certificate programs or posting information on a website, programs must be clear about the type of certificate program being offered and the implications for financial aid, transcript notation, and use of courses towards a degree program. GE certificates have additional requirements from the federal government about information needed on websites and in marketing materials.

III. KEY WORDS

A. Approval Form
B. Certificate Programs
C. Conferral
D. Course of Study Certificate (CoS Certificate)
E. Degree Program
F. Financial Aid Eligibility
G. Gainful Employment Certificate (GE Certificate)
H. Gainful Employment Regulations
I. Non-notated Certificate (NN Certificate)
J. Professional Development Certificate (PD Certificate)
K. Teacher Education Certificate
L. Transcript Notation

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies

B. Procedures

C. Forms

   1. Procedures for Certificate Approval

D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F.   Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval   N/A

March 14, 2014:   U.S. Department of Education releases Gainful Employment
                         Notice of Proposed Rulemaking in the Federal Register.

October 29, 2010:   U.S. Department of Education publishes initial Gainful
                         Employment Regulations in the Federal Register.