Please address the following questions in order to submit a request for a new certificate or make changes to a currently approved certificate.

New certificates will be reviewed by the Academic Policy and Awards subcommittee of CUSA, then it is voted on by the College Academic Council (CAC), and finally sent to Undergraduate Studies for final approval.

Contact Information:
- Name
- Department or Program
- Email
- Phone

Type of Submission:
- New certificate
- Change to existing certificate

Primary and Additional Location(s) of Instruction:
- Lawrence campus
- Edwards campus
- Online only

Anticipated start date of program:

Certificate description:
Please provide the description of the certificate and its intended purpose. There will be the ability to attach documents at the end of the form if you want to provide additional details. Please indicate “see attached” in the box below if you will be attaching summary materials.

Explain the Demand/Need for the Certificate:
Describe the curricular value of the certificate. Provide specific information and/or data to support the articulated demand/need for the certificate within the University. If appropriate, describe the advantage of this certificate over comparable certificate programs in the state/region. There will be the ability to attach documents at the end of the form if you want to provide additional details. Please indicate “see attached” in box below if you will be attaching supplementary materials.

Please provide curriculum below.
A certificate program should be a focused collection of courses that either spans multiple disciplines, complements one or more majors, and/or develops specialized expertise beyond the major.

NOTE: Certificate curriculum hours should total a minimum of 12 hours with a maximum of 14 hours. 6 hours must be at the JR/SR level (300-600 level). Individual student substitutions will not be made so please include all courses that you would approve to count for the certificate.

Provide information on course offerings and frequency:
Certificate course content is dynamic and is subject to change based on faculty research and course rotations. A department or program wishing to add course options to a certificate needs to submit a certificate update form. Course substitutions for individual students will not be approved.

Additional resources needed:
It is assumed that no additional resources will be needed to offer this certificate. However, if you feel that you need additional resources (faculty, academic support, facilities, budget) please provide that information below.
Please provide a marketing statement to help identify the goals of this certificate for undergraduate students who are seeking certificate programs. We suggest highlighting projected skills sets and/or learning experiences gained from completing the certificate curriculum.

Statement of Endorsement
You will need to attach a statement(s) of endorsement from chairs/directors of each department or program involved in teaching the courses required for the certificate.

Additional Information
Please attach additional information that is not contained in any of the application questions that may provide extra support for your proposed certificate.