

Revised January, 10, 2014	University of West Florida	Related Policy: Addition, Modification, or Deletion of a Specialization, Minor, or Certificate
Original June, 3, 2008 Note: Original procedures embedded in Other Academic Program Approval Policy	Title: Addition, Modification, or Deletion of a Specialization, Minor, or Certificate Procedures	Responsible Administrator: George Ellenberg, Vice Provost Responsible Office: Office of the Provost

Addition, Modification, or Deletion of a Specialization or Minor: The addition, modification, or deletion of a specialization or minor is carried out through the faculty governance system supported by the UWF curriculum change request system.

Addition, Modification, or Deletion: Given that the nature and quality of a certificate reflects on the integrity and reputation of the entire University, the following standard procedures must be followed for the addition, modification, or deletion of a certificate.

Processing of Request: Requests for approval of a new certificate or for approval of modification to or deletion of an existing certificate will be processed through the faculty governance system supported by the UWF curriculum change request system with review in sequence as follows:

Undergraduate (Credit) Certificate

- Department Chair/Director
- College Council/Curriculum Committee
- College Dean
- Academic Council
- Faculty Senate
- Provost

Graduate (Credit) Certificate

- Department Chair/Director
- College Council/Curriculum Committee
- College Dean
- Graduate Council
- Academic Council
- Faculty Senate
- Provost

Continuing Education (Non-Credit) Certificate

- For a Certificate Generated by an Academic Department
 - Department Chair/Director
 - Director of Continuing Education
 - College Dean
 - Associate Provost for Academic Innovation and Continuing Education
 - Provost

- For a Certificate Generated by Continuing Education
 - Director of Continuing Education
 - Department Chair/Director (of departments with credit offerings most closely related to the content of the Continuing Education certificate)
 - College Dean
 - Associate Provost for Academic Innovation and Continuing Education
 - Provost

Catalog File Adjustment: Upon the addition, modification, or deletion of a credit-bearing certificate program, the Office of the Provost will notify the change to the Office of the Registrar. The Registrar will make the proper adjustment to the catalog file and complete other necessary documentation in the student record system.

Department of Veterans Affairs Notification: The Office of the Registrar will forward notification regarding actions related to a credit-bearing certificate program to the Military Veterans Resource Center (MVRC) to ensure the submission of accurate information to the Department of Veterans Affairs (DVA) for approval. Each year the Military Veterans Resource Center (MVRC) will submit the UWF undergraduate and graduate catalogs to the DVA ensuring that all academic programs in the catalogs are renewed by the DVA.

Admission:

Credit-Bearing Certificate Program: The Office of the Registrar will provide a *Certificate Declaration* form for students wishing to pursue an undergraduate or graduate certificate. Any student seeking a credit-bearing certificate must submit to the Registrar's Office a *Certificate Declaration* including an approval of the offering department. Unless currently enrolled at the University, students seeking a credit-bearing certificate must also complete a *Non-Degree Student Application* provided by the Office of Admissions.

Non-Credit Certificate Program: Any student seeking a non-credit certificate must register for the certificate program through the Division of Continuing Education.

Completion:

Credit-Bearing Certificate Program: The Office of the Registrar will provide a *Completion of Certificate Program* form for students completing a credit-bearing certificate. Each student completing a credit-bearing certificate program must complete this form. Upon receipt of a Completion of Certificate Program form with the approval from the head of the academic department offering the certificate, the Office of the Registrar will post the certificate comment to the student's transcript.

Non-Credit Certificate Program: Upon satisfactory completion of all courses required for the non-credit certificate and approval of the Division Director; the Division of Continuing Education will issue the student a Certificate of Completion.

Issuance of Certificates: Hard copy certificates for credit-bearing certificates may be issued only after receipt of the approved Completion of Certificate Program form. A certificate program must use a format approved by the Office of the Registrar.