LETTER OF NOTIFICATION – 9

UNDERGRADUATE CERTIFICATE PROGRAM

(21–45 semester credit hours)  
(at least 75% of the coursework must be currently offered in existing associate or bachelor’s degree program)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn

Associate Provost

3. Phone number/e-mail address

(501) 450-3126

jona@uca.edu

4. Proposed effective date

5. Name of proposed undergraduate certificate program

(Program must consist of 21–45 semester credit hours.)

6. Proposed CIP code

7. Reason for proposed program implementation

8. Provide the following:

a. Curriculum outline – list of courses in new program, with required courses underlined

b. Total semester credit hours required for proposed program (program range: 21–45 semester credit hours)

c. New courses with course descriptions

d. Program goals and objectives

e. Expected student learning outcomes

f. Documentation that program meets employer needs

g. Student demand *(*projected enrollment*)* for proposed program

h. Program approval letter from licensure/certification entity, if applicable

i. Names of institutions offering similar programs and the institution(s) used as a model to develop proposed program

j. Scheduled program review date (within 10 years of program implementation)

9. Institutional curriculum committee review/approval date

Undergraduate/Graduate Council:

Council of Deans:

10. Will this program be offered on-campus, off-campus, or via distance delivery? Indicate mode of distance delivery.

11. Identify off-campus location, if applicable. If off-campus, provide a copy of email notification to other institutions in the area of the proposed off-campus program and their responses; include your replies to the institutional responses.

12. Provide additional program information if requested by ADHE staff.

If requested.

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| President/Chancellor Approval Date: |  |

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| Board of Trustees Notification Date: |  |

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| Chief Academic Officer: |  |  |
|  | Signature | Date |

[UCA form updated 2018-03-23]