

## Template for Submitting a New Certificate Program to the HLC

What is the institution's Name?	
What is the institution's ID?	1267
What is the Certificate's Name?	
What is the program's CIP code?	
What locations will the program be offered at?  Include physical address.	
Will the program be offered online?	
Do you want this program approved for Title IV aid?	
Are the courses in the program credit bearing?	
Does the certificate program consist of 50% or more of new courses developed specifically for the requested program (i.e. the certificate is NOT a subset of courses from an existing degree program)?	
Does the certificate have appropriate and completed approval from internal sources (i.e. department, curriculum committees, etc.) and external sources (i.e. the state coordinating board, etc.)?	
Certificate Launch Date:	

## ACADEMIC CONTROL

Briefly describe nature of the certificate and any contractual or cooperative agreements with this certificate program. If you have partnered or contracted with a non-accredited entity either an institution or corporation to offer courses (content or platform), identify the information or services provided by the entity and the percentage or portion of the educational program the entity is providing.

Briefly describe the necessary qualifications of the faculty teaching in this certificate program, how are these qualifications being met with new or additional faculty.

Briefly describe the processes for the assessment of student learning such as: development and measurement of learning objectives and continuous quality improvement).

Briefly describe the process of academic control of the programs such as admission, program content, and quality.

