**Creating a New Undergraduate or Professional Certificate**

Certificate Name \*

Enter the name of the certificate. Example: Urban Pest Management.



Transcript Title \*

Enter the transcript title of the certificate. This is limited to 50 characters, including spaces.



Credits \*

Enter the total number of credit hours needed to complete the certificate program.



Level \*

Enter the program level of the certificate.



CIP Code \*

Enter the six digit Classification of Instructional Programs (CIP) code for the degree program associated with the proposed certificate. The code has the numerical format XX.XXXX. Contact the [Office of Institutional Planning and Research](http://www.ir.ufl.edu/) (OIPR) to verify the CIP code for the existing degree program.



Degree Program \*

Enter the degree program associated with the CIP code entered above (e.g. Accounting).



Effective Term \*

Enter the term (semester and year) that the certificate would start.



Effective Year \*



Certificate Description \*

Enter a description of the certificate. This is limited to 50 words or fewer.



Requirements for Admission \*

List any requirements for admission to this new certificate program such as grade point average, background in the discipline, current enrollment status, etc.. Please indicate if the certificate only accepts students of a particular status: for example, current UF graduate students, graduate students in a specific college, non-degree seeking students, or any student status.



Requirements for Completion \*

List all of requirements for completion of the certificate program, such as courses, internships, projects, etc. For each course, indicate prefix, number, title, # credits, and established grading scheme (letter graded, and/or S/U). The title should be identical to the official title of the course as listed in the Graduate Catalog at <http://gradcatalog.ufl.edu>.



Rationale and Place in Curriculum \*

Describe the rationale for offering this new certificate and having it on the transcript, its place in the curriculum, how it will enhance the quality of the existing program or department. Also describe its overlap with any existing certificates and programs, and a justification for any such overlap. Note that documentation of consultation will be expected for any certificate with overlapping content.



Student Learning Outcomes \*

List each student learning outcome with its associated courses, assessment type (e.g. course-related exam/assignment/grade, final paper/project/presentation, standardized exam, capstone) and method (e.g. rubric, faculty committee, single faculty member).



Prepare and upload documentation showing consultation with any academic units which may be affected by the proposed certificate. This documentation may include email correspondence, memos, or other letters of support from consulted academic units.

**Required Documents**

* **Catalog copy** - catalog-style description of the certificate, requirements for entry, requirements for completion, and a suggested semester-by-semester plan, prepared as a Microsoft Word document.
* **Supporting documentation** - memos, emails, etc. from other units to provide evidence of the availability of courses that are required for the certificate and/or to provide evidence for support of the proposed certificate if there is clear or potential overlap or duplication of content.