

Missouri University of Science and Technology
Office of Undergraduate Studies

Undergraduate Certificate Approval Process

A. New Certificate Programs

1. The academic department submits the proposal with cover memo and Program Change Form (<http://www.dhe.mo.gov/academic/formpc.php>) [along with an indication of which courses (if any) will be offered via distance] to the VPUS office.
2. The VPUS coordinates a Vice Provost group review, and then sends the proposal to the general faculty for review.
3. After the general faculty review, the VPUS drafts a memo and takes the certificate to the Provost's office for signature.
4. After the Provost signs the approved certificate it will be sent to Steve Graham, Interim Vice President for Academic Affairs for UM System approval.
5. The Coordinating Board for Higher Education (CBHE) notifies Provost when the new certificate has been added to their list of approved programs.
6. The Provost notifies VPUS of CBHE listing.
7. VPUS disseminates Certificate title and description to Registrar's office, Distance and Continuing Education, department chairs and the campus. The VPUS will hold all the official documents for certificates.
8. The certificate program should be reviewed every five years.

A simple flow chart representing this process is provided on the next page.

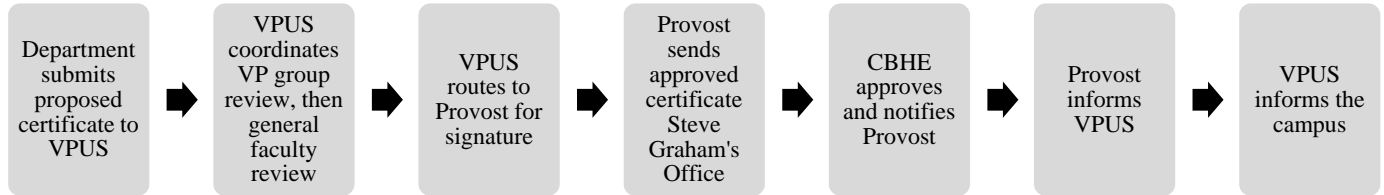
B. Revised Certificate Programs

1. The academic department submits revised certificate proposal to VPUS. The proposal should include the following:
 - a. Cover memo addressing the rationale for revision
 - b. Copy of current undergraduate certificate program
 - c. Proposed undergraduate certificate program
 - d. An indication of which courses (if any) will be offered to distance students
2. The VPUS sends to Provost for signature.
3. The Provost returns signed original to VPUS.
4. VPUS disseminates Certificate title and description to Registrar's office, Distance and Continuing Education, department chairs and the campus.

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