

Certificate Approval Process

- 1) Certificate is approved to go to the Board of Governors (BOG) through existing processes in Undergraduate Affairs or the Graduate School.
- 2) As a part of these processes, the Undergraduate Affairs office and the Graduate School will ask the program whether or not it is seeking financial aid eligibility for its students.
- 3) If the program is not seeking financial aid eligibility for its students:
 - a. No further action needs to be taken by the Certificate Program Committee.
 - b. BOG approves certificate program to be offered.
 - c. The Provost's Office will submit the program to the Higher Learning Commission (HLC) for approval.
 - d. Once the program is approved by the HLC, the program may begin to advertise and admit students. Programs that have not been fully approved MAY NOT advertise the existence of such a program.
- 4) If the program is seeking financial aid eligibility for its students:
 - a. BOG approves certificate program to be offered.
 - b. Undergraduate Affairs office or Graduate School will forward full program proposal, BOG documents and any other supporting materials to the Certificate Program Committee within 30 days of BOG approval, for consideration of financial aid eligibility.
 - c. Certificate Program Committee will review within 30 days of receiving the documents and provide feedback to the program.
- 5) If the program is deemed NOT eligible for financial aid:
 - a. Certificate Program Committee will notify the program of the decision.
 - b. The Provost's Office will submit the program to the HLC for approval.
 - c. Once the program is approved by the HLC, the program may begin to advertise and admit students. Programs that have not been fully approved MAY NOT advertise the existence of such a program.
- 6) If the program is deemed eligible for financial aid:
 - a. The program agrees to appoint an individual as the responsible party for gainful employment disclosure and notify the Certificate Program Committee within 10 days of the notice of eligibility.
 - b. The Provost's Office will submit the program to the HLC for approval.
 - c. Once the program is approved by the HLC, the program may begin to advertise and admit students. Programs that have not been fully approved MAY NOT advertise the existence of such a program.
 - d. Provost's Office prepares the gainful employment disclosure and works with Marketing and Financial Aid to post the document within 30 days of the notice of eligibility.

- e. Financial Aid adds the program to the Program Participation Agreement (PPA) within 30 days of the notice of eligibility and requests federal Department of Education (DOE) approval. **NOTE:** *This step may take up to three months to complete. The University has no control over how long DOE approval may take.*
- f. Financial Aid will notify the program within 10 days once the program is added to the PPA.
- g. Program should include the following statement in all materials: “Not all certificate programs are eligible for Financial Aid. This program is currently under consideration by the federal Department of Education for financial aid eligibility.”
- h. Financial Aid will notify the program within 10 days once the program is approved by the DOE.
- i. Once the program is approved by the DOE, the program may begin to advertise financial aid eligibility and the Office of Financial Aid may begin to offer financial aid.

Criteria for certificate programs:

- 1) Is there a Standard Occupational Classification (SOC) code that matches the CIP code assigned to the program?
- 2) Does the program provide skills that match the description included for the SOC code?
- 3) Has the program identified a market demand for those skills? Has the program included supporting documentation of the demand?
- 4) Has the program identified a permanent staff member or office who will track graduates of the program?