CHECKLIST FOR CREATING A NEW CERTIFICATE

Use this checklist if you would like to create a new Certificate.

☐ Entered contact name address, email and department in the minor/concentration create form
☐ Discussed with the Curriculum Team and/or entered the correct Effective term.
☐ Entered the data in section III that applied to my program. Made sure that all certificate Credit hours and totals where accurate.
☐ Received all three required signatures.
☐ Provided the catalog txt for the program for each section in the existing catalog where it is believed this information should be inserted.
☐ Submitted to the Curriculum Team.
☐ Attend the Faculty Senate Meeting when the Certificate is up for review.

Once approved by the FSCC you will receive notice from the Curriculum Team when the minor has been entered in the catalog and People Soft (which includes degree audit),