Create New Certificate

To propose a **BRAND NEW** Certificate, a CERTIFICATE Create Form is required. This is available as a Word document that can be completed on the computer. On this form, you must complete the following steps:

**Step 1** – Enter the Contact name, department/college, and email address in the Routing Information field.

<table>
<thead>
<tr>
<th>I. Routing Information</th>
<th>Contact Name:</th>
<th>Department and Prefix:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who should this form be sent to following review?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact’s e-mail address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 2** – Enter the Effective Date for the semester that the program should start and the Catalog year the program should becomes effective in.

<table>
<thead>
<tr>
<th>II. Effective Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester change should become effective:</td>
<td></td>
</tr>
<tr>
<td>or type in date here:</td>
<td></td>
</tr>
<tr>
<td>Catalog year change becomes effective:</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Please check with [Curriculum Team](#) regarding dates and deadlines when adding the effective date.

**Step 3** – In the Certificate Field, enter the college, department/school/ minor Information, Please included a justification for the creation of the minor.

<table>
<thead>
<tr>
<th>III. Certificate Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td></td>
</tr>
<tr>
<td>Department/School:</td>
<td></td>
</tr>
<tr>
<td>Certificate:</td>
<td></td>
</tr>
<tr>
<td>Justification for certificate create:</td>
<td></td>
</tr>
</tbody>
</table>

In the Certificate Requirement Filed indicate if a specific GPA is required and what grades are allowed in the certificate. Also, designate any other requirements, specific course, major electives or graduation requirements the student will need to complete the major.

<table>
<thead>
<tr>
<th>Certificate Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA:</td>
<td>Grades Allowed:</td>
</tr>
<tr>
<td>Other Administrative requirements:</td>
<td></td>
</tr>
<tr>
<td>Required Certificate Courses</td>
<td></td>
</tr>
<tr>
<td>Required Certificate Electives:</td>
<td></td>
</tr>
</tbody>
</table>
Step 4 – Enter credits in each area in the Certificate Credit section.

Note: It is the department’s responsibility to make sure all hours and totals are accurate.

Step 5 – In the Endorsement/Approvals Field, the submitter is responsible for obtaining all three signatures under the College Approval field. All signatures are required before sending the proposals to the Curriculum Team. Please make sure all the yes or no boxes are checked and the date the signatories signed the form. The Curriculum is responsible for obtaining the remaining signatures in the Endorsement/Approvals field.

Note: If the form is missing any of the signatures the Curriculum Team will not forward the proposal to the Undergraduate Curriculum Committee for review.

Step 6 – Provide the text that will be entered in approved catalog in the Catalog Description section. Assume this description below will be copied and pasted directly into the catalog.

Note: If the catalog description is not present the Curriculum Team will not forward the proposal to the Undergraduate Curriculum Committee for review.

Once your proposal is complete, email the proposal to curriculum@unlv.edu. After the form has been reviewed, you will be notified if additional information is required. All proposals must be complete before they will be included on the FSCC agenda. If approved by the FSCC and the Provosts Office, the curriculum team will enter your course in SIS and in the approved catalog. The curriculum team will email screen shots for your approval along with the completed request form with all the signatures for your records.

Note: When saving the file to send to the Curriculum Team please use the following format: minor name followed by CR and the year (e.g.,XXXXch2013).