**OFFICE OF THE REGISTRAR**

**FACULTY SENATE CURRICULUM COMMITTEE**

**Catalog Course Authorization**

Certificate Create

**E-mail** form to **Curriculum@unlv.edu** in the Registrar’s Office.

**Save file** as Certificate name followed by certcr (e.g., XXXXcertcr).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Routing Information** | | | | | | | | | | |
| Who should this form be sent to following review? | | | | Contact Name: | | | | Department and Prefix: | | |
| Contact’s e-mail address: | | | |  | | | | College: | | |
| **II. Effective Date** - *If fully approved before next semester’s registration period. Otherwise, course will take effect the following semester.* | | | | | | | | | | |
| Semester change should become effective: | | | | | | | | | type in date here: | |
| Catalog year change becomes effective: *Example - Fall 2050- Spring 2051* | | | | | | | | |  | |
| **III. Certificate Information** | | | | | | | | | | |
| College: | | | | | | Department/School: | | | | |
| Certificate: | | | | | |  | | | | |
| Justification for certificate create: | | | | | | | | | | |
| **Certificate Requirements** | | | | | | | | | | |
| GPA: Grades Allowed: | | | | | | | | | | |
| Other Administrative requirements: | | | | | | | | | | |
| Required Certificate Courses | | | | | | | | | | |
|  | | | | | | | | | | |
| Required Certificate Electives: | | | | | | | | | | |
| **Certificate Credits**  ***It is the department’s responsibility to make certain all hours and totals are accurate.*** | | | | | | | | | | |
| **Certificate** | | | | | | | | | | |
|  | | *Number of Credits* | | | | | *Hours* | | | |
| Certificate Required | |  | | | | |  | | | |
| Certificate Elective | |  | | | | |  | | | |
| Total Credits | |  | | | | |  | | | |
| **IV. Endorsement/Approvals** | | | | | | | | | | |
| **Department, College and Dean’s Approval** | | | | | | | | | | |
|  | Yes | | No | | Name | | Date | | | Comments |
| Department |  | |  | |  | |  | | |  |
| College Committee |  | |  | |  | |  | | |  |
| Dean’s Office |  | |  | |  | |  | | |  |
| **UNLV Check Area (Registrar’s Office)** | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Yes | No | | Name | | Date | Comments | |
| Registrar - Curriculum | | |  |  | |  | |  |  | |
| Degree Audit (TADA) | | |  |  | |  | |  |  | |
|  | | | | | | | | | | |
| Curriculum Committee Chair | | | Yes | No | | | Agenda # | Date | Comments | |
|  | | |  |  | | |  |  | |  |
|  | | | | | | | | | | |
| **V. Catalog Description:** | | | | | | | | | | |
| (Faculty Senate Curriculum Committee will not discuss program without the new catalog text). Use the existing electronic catalog as a guide. Copy and paste each section in the existing catalog where you believe this information should be inserted. Assume that this description will appear in the catalog exactly as written**. If the selection is too big for section V., scroll to the bottom of the document and copy and paste the information**. | | | | | | | | | | |
| For use of the Registrar’s Office  Acalog: Initials Date Comments:  MyUNLV: Initials Date Comments: TADA: Initial Date Comments: | | | | | | | | | | |
|  | Initials | Date | | | Comments | | | | | |
| Acalog |  |  | | |  | | | | | |
| MyUNLV |  |  | | |  | | | | | |
| Tada |  |  | | |  | | | | | |
|  | | | | | | | | | | |

**Save file** as program name followed by certcr (e.g., XXXcertcr).

**E- mail** form to [**Curriculum@unlv.edu** in](mailto:Curriculum@unlv.edu) the Registrar’s Office

**Insert SECTION V. information below -**