



Policy A1.5 Academic Actions Notification
Form A1:5A: Establishment of a New Certificate

Reporting Schedule Notification Dates:

- May 15 for all actions approved between Jan 1 and April 30
Aug 15 for all actions approved between May 1 and July 31
Jan 15 for all actions approved between Aug 1 and Dec 31

Instructional Delivery Mode: Descriptions below refer only to the way the actual instructional contact hours each week are delivered. Using technology for some homework assignments or using technology in a face-to-face class is not counted toward the amount of direct instruction delivered using technology.

- Traditional: None of the direct instruction of the program is delivered using some form of technology when the student and instructor are separated by time, space or both.
Hybrid: A majority of the direct instruction of the program is delivered using some form of technology when the student and instructor are separated by time, space or both.
Fully Online: All of the direct instruction of the program is delivered using some form of technology when the student and instructor are separated by time, space or both.

Institution: _____

Certificate Level: Undergraduate Graduate
6 Digit Federal Program CIP Code (XX.XXXX): Semester Credit Hours:
Certificate Title: Degree Designation:
Delivery Mode:
Institutional or Governing Board Approval Date (month/year):
Implementation Date (month/year):

Provide a description of the certificate program, including a list of course titles and descriptions.

[Large empty box for program description]

Chief Academic Officer Signature (electronic signature acceptable)

Date