

**Effective date:** Immediately

**Summary:**

This document outlines the process to be followed for the adoption of Certificate Programs at UNC Asheville.

**Rationale:**

Currently there is no easily found location for the establishment of Certificate Programs at UNC Asheville. The document provides the process by which these Certificates can be established. For new Certificate Programs, IDC recommends the following procedure be followed.

**Under 5.4.2 Program Changes**

Add before Substantive Change Notification Required for the Southern Association of Colleges and Schools (SACS) (SD7311S)

**UNC Asheville Internal procedures for the establishment of Certificate Procedures**

1. The planners of the new academic initiative consult with the appropriate Academic Dean and the Provost regarding the basic concept, alignment with University mission, and general resource requirements.
2. A brief document is prepared for IDC review, describing the basic rationale, objective, expected pros and cons, and expected resource implications of the proposed Certificate Program. IDC will review this document and also announce the proposed initiative to the Faculty Senate.
3. If IDC approval is received, **the planners then complete the “Application to Develop a New Certificate Program” (insert link to be housed in Academic Affairs).**
4. Once the **“Application to Develop a New Certificate Program”** is completed, this application is reviewed by the appropriate Department Chair and Academic Dean, and then is submitted to APC, who will receive input from IDC on any concerns that were raised during step 2 (above).
5. After approval by vote of the Faculty Senate, the **“Application to Develop a New Certificate Program”** is submitted for final approval by the Provost.