**Lower-Division Certificate (LDC)** 12 or more credit hours at the freshman or sophomore level, or both.\*

**Upper-Division Certificate (UDC)** 12 or more credit hours at the junior or senior level, or both.\*

**Post--Baccalaureate Certificate** 12 or more credits or college-level work, the majority of which are at the master’s level.

**(PBC)**

**Post-Master’s Certificate (PMC)** 12 credits beyond the master’s degree.

**Certificate of Advanced Study** 30 credits beyond the master’s degree.

**Professional Certificate** The number of courses required by the appropriate National association.

**Delete a Certificate** Submit rationale below and describe how current students will be accommodated to finish their course of study.

**TITLE of CERTIFICATE:**

**PROGRAM within which the CERTIFICATE falls/will fall:**

**RATIONALE for Adding or Deleting the CERTIFICATE:**

**Attach a** [**PROGRAM PROPOSAL**](http://www.usmd.edu/usm/academicaffairs/academic_programs/ProgPropForm.doc) **for a NEW CERTIFICATE within an existing degree program. It must:**

(a)    Explain the centrality of the proposed certificate program to the mission of the institution;

(b)    Provide evidence of the market demand for the proposed certificate program;

(c)    Set out the curriculum design and admission criteria; and

(d)    Show that adequate faculty resources exist for the proposed certificate program. Include a list of faculty, with titles, to be teaching this certificate

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| --- | --- | --- |
| **IMPACT REVIEW** SIGNATURES (see procedures for authorized signers) | | DATE |
| OTS  No impact  Impact statement attached | CIO or designee: |  |
| Admissions  No impact  Impact statement attached | Director or designee: |  |
| Records  No impact  Impact statement attached | Registrar or designee: |  |

|  |  |  |
| --- | --- | --- |
| **APPROVAL SEQUENCE** APPROVAL SIGNATURES | | DATE |
| 1. Department / Division |  |  |
| 2. Final faculty review body within each  School/ College |  |  |
| 3. College Dean or Designee |  |  |
| 4. UFS |  |  |
| 5. Provost or Designee |  |  |
| 6. President |  |  |
| 7. USM |  |  |
| 8. MHEC |  |  |