**HLC Certificate Approval Form**

Submit to Academic Affairs (282 University Hall) for review and submission to HLC

Questions? Contact [marian.brainerd@wright.edu](mailto:marian.brainerd@wright.edu)

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| **Certificate Name** |  |
| CIP Code |  |
| Description |  |
| Contact |  |
| Offered solely at a Commission approved location? |  |
| Is the certificate Title IV eligible? (contact financial aid) |  |
| Are the courses in the certificate credit bearing? |  |
| Does the certificate program consists of 50% or more of new courses developed specifically for the requested program (i.e., the certificate is NOT a subset of courses from an existing degree program)? |  |
| Does the certificate program have appropriate and completed approval from internal sources (i.e., department, curriculum committees, etc.) and external sources (i.e., the state coordinating board, etc.) if needed? |  |
| **Curriculum Information** |  |
| Total Credit Hours |  |
| Level (i.e., pre-associates, post- baccalaureate, etc.) |  |
| Where offered, single location? (if multiple locations, name alls) |  |
| Location Name |  |
| Certificate Launch Date  (Month, Day and Year) |  |
| **Course Requirements:** All courses must be listed. Add extra lines for each course as needed | All courses must be listed. Include an asterisk (\*) after the course for courses NOT currently in any existing degree programs. |
| ***Course Name/Credit Hours/Banner ID (i.e., ANT3100) – LIST ALL*** | ***Brief Description of Course*** |
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| Attachments | Please attach appropriate completed approval from internal sources, such as department, curriculum committees, and/or other external sources, such as the state coordinating board. |
| **Academic Control**  **(500 character limit per question)** |  |
| Briefly describe nature of the certificate and any contractual or cooperative agreements with this certificate program. If you have partnered or contracted with a non-accredited entity either an institution or corporation to offer courses (content or platform), identify the information or services provided by the entity and the percentage or portion of the educational program the entity is providing |  |
| Briefly describe the necessary qualifications of the faculty teaching in this certificate program, how are these qualifications being met with new or additional faculty. |  |
| Briefly describe the processes for the assessment of student learning such as: development and measurement of learning objectives and continuous quality improvement). |  |
| Briefly describe the process of academic control of the programs such as admission, program content, and quality. |  |