Checklist for New Undergraduate Certificate Proposals

\_\_\_\_ Cover Letter

\_\_\_\_\_ Include the names of all departments who plan to offer the certificate.

\_\_\_\_\_ Identify one primary administrating department.

\_\_\_\_ Proposal

\_\_\_\_\_ Indicate whether the certificate will be offered to main campus students, distance

(online) students, or both.

\_\_\_\_ MDHE Program Change Form

\_\_\_\_ CC Forms (if needed) <http://registrar.mst.edu/currcom/forms/>

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Notes:

Templates available at <http://casb.mst.edu/resources/curriculum-management>

Cover letter and certificate proposal should be sent to the Vice Provost and Dean of College for approval and signature first.