



Policy A1.5 Academic Actions Notification

Form A1:5A: Establishment of Certificate less than 24 Semester Credit Hours

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 **OR** _____ 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 new certificate program, including a list of course rubrics and course titles and descriptions.

Chief Academic Officer Signature (electronic signature acceptable)

Date