**OFFICE OF THE REGISTRAR**

**FACULTY SENATE CURRICULUM COMMITTEE**

**Catalog Course Authorization**

Certificate Create

**E-mail** form to **Curriculum@unlv.edu** in the Registrar’s Office.

**Save file** as Certificate name followed by certcr (e.g., XXXXcertcr).

|  |
| --- |
| **I. Routing Information** |
| Who should this form be sent to following review? | Contact Name: | Department and Prefix: |
| Contact’s e-mail address: |  | College: |
| **II. Effective Date** - *If fully approved before next semester’s registration period. Otherwise, course will take effect the following semester.* |
| Semester change should become effective:  | type in date here: |
| Catalog year change becomes effective: *Example - Fall 2050- Spring 2051* |  |
| **III. Certificate Information** |
| College: | Department/School: |
| Certificate: |  |
| Justification for certificate create: |
| **Certificate Requirements** |
| GPA: Grades Allowed: |
| Other Administrative requirements: |
| Required Certificate Courses |
|  |
| Required Certificate Electives: |
| **Certificate Credits*****It is the department’s responsibility to make certain all hours and totals are accurate.*** |
| **Certificate** |
|  | *Number of Credits* | *Hours* |
| Certificate Required |  |  |
| Certificate Elective |  |  |
| Total Credits |  |  |
| **IV. Endorsement/Approvals** |
| **Department, College and Dean’s Approval** |
|  | Yes |  No | Name | Date | Comments |
| Department |  |  |  |  |  |
| College Committee |  |  |  |  |  |
| Dean’s Office |  |  |  |  |  |
| **UNLV Check Area (Registrar’s Office)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No | Name | Date | Comments |
| Registrar - Curriculum |  |  |  |  |  |
| Degree Audit (TADA) |  |  |  |  |  |
|  |
| Curriculum Committee Chair | Yes | No | Agenda # | Date | Comments |
|  |  |  |  |  |  |
|  |
| **V. Catalog Description:** |
| (Faculty Senate Curriculum Committee will not discuss program without the new catalog text). Use the existing electronic catalog as a guide. Copy and paste each section in the existing catalog where you believe this information should be inserted. Assume that this description will appear in the catalog exactly as written**. If the selection is too big for section V., scroll to the bottom of the document and copy and paste the information**.  |
| For use of the Registrar’s OfficeAcalog: Initials Date Comments: MyUNLV: Initials Date Comments: TADA: Initial Date Comments: |
|  | Initials | Date | Comments |
| Acalog |  |  |  |
| MyUNLV |  |  |  |
| Tada |  |  |  |
|  |

**Save file** as program name followed by certcr (e.g., XXXcertcr).

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**Insert SECTION V. information below -**