

**PROCEDURES FOR
APPROVING NEW CERTIFICATE PROGRAMS AT
PURDUE UNIVERSITY**

A. Certificate programs comprised of credit courses

1. All new certificate programs that are one year or 30 credit hours or more in length must be approved by the Executive Vice President for Academic Affairs, President, Board of Trustees, and Commission for Higher Education. (Note: Commission approval is state law.)
2. All graduate certificate programs, regardless of length, must be approved by the Graduate School.
3. Post-baccalaureate certificates with 50% or more of their courses at the 500 level or higher must be approved by the Graduate School.
4. Inter-university and inter-campus certificate programs must be approved by the chancellor at the regional campuses and the Executive Vice President for Academic Affairs for all campuses.
5. All other certificate programs comprised of credit generating courses on regional campuses must be approved by the appropriate campus chancellor and on the North Central and West Lafayette campuses by the Executive Vice President for Academic Affairs.

B. Certificate programs comprised of non-credit courses

1. At the regional campuses, non-credit certificate programs must be approved by the campus chancellor or the chancellor's designee.
2. At the West Lafayette campus, non-credit certificate programs must be approved by the dean of the school offering the program.

Office of the Executive Vice President for Academic Affairs
October 6, 1995

