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**New Certificate Program Screening Form**

*Institutions should complete this form for any new certificate or diploma program to determine if prior HLC approval is required. Please fill in the following fields and answer the questions below.*

**First name:** Click or tap here to enter text.

**Last name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**What is the existing program name that this certificate will be listed under in the UND course catalog? (e.g. Chemical Engineering or Atmospheric Sciences)**

Click or tap here to enter text.

**Is this certificate at the undergraduate or graduate level?**

Choose an item.

**Total number of credit hours required:** Click or tap here to enter text.

**Six-digit 2020 CIP Code:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **.** |  |  |  |  |

* *Six-digit 2020 CIP codes can be obtained from the Registrar’s Office or from this list:* [*https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56*](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56)
* *Example: 14.1901 for Mechanical Engineering*

1. Are the courses in the certificate program credit-bearing?

Yes  No

1. Is the certificate program a competency-based education (CBE) program (this would include credit-based, direct assessment or hybrid CBE programs)?

Yes  No

1. Is at least 50% of the requested certificate program made up of existing courses?

Yes  No

1. Is the program a subset of an existing degree program? Yes  No
2. How will the certificate program be offered? ***Select all that apply***. (See HLC’s [Glossary](https://www.hlcommission.org/General/glossary.html) for definitions of distance and correspondence education.)

On-ground instruction   
Distance education   
Correspondence education

1. Has the institution outsourced a portion of the program to an entity not accredited by an agency recognized by the U.S. Department of Education?

Yes  No

**Please email the completed form to:** [**und.hlc@und.edu**](mailto:und.hlc@und.edu)