Steps required to change an Area Certificate to a Stand-Alone Certificate

DEFINITIONS:

Area certificates are awarded only in combination with an undergraduate degree. Area certificates do not exist at the graduate level.

Stand-alone certificates may be awarded without a student seeking or completing an accompanying degree or a stand-alone certificate may be awarded at the same time that a degree is awarded.

Stand-alone certificates may be awarded at the undergraduate or graduate level.

Nearly all certificates awarded at IUPUI are stand-alone certificates, although most students earn them as an additional credential while also pursuing an undergraduate degree.

PROCESS:
The following process will be followed to request a change in the status of a certificate from an area certificate to a stand-alone certificate.

1. Proposals for changing an Area Certificate to a Stand-Alone Certificate are initiated by faculty in an academic unit.

2. After the proposal has been approved by the requesting school’s faculty and dean, a copy should be sent to the IUPUI Chief Academic Officer with a cover letter requesting review and approval.

3. The Office of the Chief Academic Officer will forward the proposal to the Chair of the Academic Policies and Procedures Committee (APPC) for that committee’s review and discussion.

4. Following review by APPC, the proposal will be forwarded to the Chief Academic Officer for approval.

5. If approved by the Chief Academic Officer, the proposal to convert the certificate is forwarded to the IUPUI Registrar for processing. As the certificate previously had received university-level approvals, including ALC and the Trustees, this change of status does not require additional academic review or approval.

6. The Office of Student Financial Services will work with the academic unit to seek approval from the Higher Learning Commission and the U.S. Department of Education to award financial aid for students pursuing the certificate on a stand-alone basis. Students who are pursuing the certificate while concurrently pursuing a degree are do not require additional approval as their aid, if any, is tied to their degree-seeking status.

Document dated: 7/17/2012
IUPUI Request for Convert an Area Certificate to a Stand-Alone Certificate

School/Department submitting request

Date

Certificate Name

Effective Date

Rationale to convert the certificate (include any supporting documentation as appropriate)

Rationale must contain a description of the gainful employment that would be expected at the culmination of each certificate.

Submitted by

Department Chair Signature

Name

Date

Date of Approval by School’s Faculty

Dean Signature

Name

Date

IUPUI Enrollment Services
Form date 7/17/2012