**Guidelines for Submitting New Certificates**

All requests for a new certificate must have the following:

1. a copy of the curriculum
2. an approval letter from the Provost
3. the MDHE program change (pc) form

MDHE categorizes certificates as:

* Single Semester (C0) – is completed in less than a year
	+ Twenty-nine (29) credit hours or less
	+ Does not require a parent degree program
* One-Year (C1) – is completed in a year
	+ Between 30 and 59 credit hours
	+ A parent degree is required for (C1) certificates.
		- If the certificate does not have a parent program, you must submit an Academic Program Proposal for Routine Review form
* Two-Year (C2) – Between 60 and 120 credit hours
	+ Requires an Academic Program Proposal for Routine Review form and cannot be submitted under a parent program
* Graduate (GRCT)
	+ A parent program is required for GRCT and PMCT graduate certificates that require more than 15 credit hours.
		- If the certificate does not have a parent program, you must submit an Academic Program Proposal for Routine Review form
* Post Master’s (PMCT)
	+ A parent program is required for PMCT graduate certificates that require more than 15 credit hours.
		- If the certificate does not have a parent program, you must submit an Academic Program Proposal for Routine Review form