PROGRAMMING NOTES:
(a) Contingent Approvals:
1. University Graduate School: if degree(s) is (are) conferred by the graduate school.
2. Office of Continuing Studies: if offered online. Contact OCS before preparing proposal.
3. Office of International Studies: if offered through partnerships outside US.
(b) ICHE Program Approvals:
1. ICHE approval is not necessary unless listed separately in ICHE inventory. If a ‘new major’ is to be separately reported to ICHE, follow ‘new degree’ process. “New majors” in BA areas and in BS in Education areas are usually reported separately; other BS majors are usually not reported separately.
2. If a degree already exists and an additional designation is being added (e.g. adding a BS option where a BA is already approved), it is submitted to ICHE for Routine Staff Approval (RSA).
(c) Per HEOA (Higher Education Opportunity Act), certificates must be categorized as to whether students are eligible to receive federal student aid solely through enrollment in the certificate program.

Stand-alone certificates - those which may be pursued independent of a degree program - may be eligible for financial aid. To be declared aid eligible, they must be demonstrated to lead to “gainful employment.” Required gainful employment documentation is available on the UAA website. (Financial aid eligibility is NOT a requirement.)

Area certificates are only available in conjunction with an existing degree program and are not eligible for financial aid classification by themselves.