TO: University Stakeholders
FROM: Office of Academic Affairs
DATE: September 29, 2017
RE: APSs Under Review Relating to Changes to Article and Policy 4

BACKGROUND

The Board of Regents approved recommended changes to Regent Law (Article 4) and Policy (Policy 4) concerning the Organization of the Academic Units on June 15, 2017. However, these changes will not become effective until associated changes can be made to the following systemwide administrative policy statements (APS). The proposed effective date for these would be January 1, 2018.

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<td>Rescind</td>
<td>1023</td>
<td>Restricted, Proprietary and Classified Research</td>
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<tr>
<td>Revise</td>
<td>1008</td>
<td>Procedures for the Establishment of Institutes (Formerly Procedures for the Establishment of Centers, Institutes, Laboratories and Bureaus)</td>
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<tr>
<td>Revise</td>
<td>1019</td>
<td>Degree Program Review (Formerly Implementation of Regent Policy on Program Review)</td>
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<td>Revise</td>
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<td>New</td>
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<td>New</td>
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PLEASE NOTE

The attached draft APS may include references to Regent laws and/or policies which are “approved but not yet effective”. To view these, go to: [https://www.cu.edu/doc/article-4-policy-4-draftpdf](https://www.cu.edu/doc/article-4-policy-4-draftpdf)
I. INTRODUCTION

APS 1040 was adopted following revisions to Regent Law and Policy effective January 2018.

Board of Regents approval of certificate programs is not required; however, a campus may request board approval of gainful employment certificates. Consistent with Colorado Commission on Higher Education (CCHE) policy, a Colorado public institution may elect to submit records of gainful employment certificate completions for inclusion in the higher education funding formula provided they have been awarded in a program approved by the governing board. This APS outlines procedures for obtaining Board of Regents approval in such cases.

II. POLICY STATEMENT

A. Gainful Employment Certificate Approval Process

1. Campus Review Process

The campus shall have a process for developing, reviewing, and approving Gainful Employment certificates. A record of campus reviews and approvals shall be included with the proposals.

1 Gainful employment certificates are defined according to federal guidelines.
2. System Review Process

The vice president for academic affairs shall review the proposal and associated documents before the proposal is forwarded to the Board of Regents.

3. Review and Action by the Board of Regents

Following board protocol, the vice president for academic affairs shall place the proposal on the agenda of the next appropriate meeting, and ultimately, on the board agenda for final approval.

If the Board of Regents approves the proposed certificate, the vice president for academic affairs shall notify CCHE for appropriate action.

B. Guidelines for Certificate Program Proposals

1. Certificate Description. Describe the field of study and basic design of the proposed certificate.
2. Workforce Demand. Supply evidence of the opportunities available to certificate completers.
3. Academic Requirements. Describe the admission criteria and list the courses and credit hours required for completion and the number of courses to be offered online.
4. Tuition and Fees. Provide the tuition rate and any mandatory fees.
5. Resource Requirements. Explain the resources required to deliver the program, clearly indicating new resources that must be secured.
6. Enrollment. Provide enrollment projections for the first five years of implementation.
7. Budget. Provide revenue and expenditure estimates, including the primary sources and uses of funds.
8. Other relevant information. Include any other information deemed relevant to support new certificate proposals.

C. Certificate Program Discontinuance

1. Regent Law (Article 4, Part B) delegates to the chancellor the authority to discontinue a Regent approved certificate.
2. The Vice President for Academic Affairs shall be informed of the discontinuance of a Regent approved certificate and shall communicate the action to CCHE.

III. HISTORY

Approved January 1, 2018 (Pending)