

**PROPOSAL FOR NEW CERTIFICATE OR REVISION TO EXISTING CERTIFICATE
FOR CREDIT PROGRAMS**

1.0 IDENTIFICATION OF NEW/EXISTING CERTIFICATE:

1.1 DIVISION: _____

1.2 DEPARTMENT: _____

1.3 CERTIFICATE: _____

NEW: _____ EXISTING: _____ ACHIEVEMENT: _____ ACCOMPLISHMENT: _____

A Certificate of Achievement consists of a sequence of courses requiring 12 or more units of degree applicable credit coursework. Certificate requirements must be designed to develop capabilities oriented to career or general education. The certificate is subject to approval by the Chancellor's Office and is recorded on a student's transcript.

A Certificate of Accomplishment consists of a sequence of courses requiring fewer than 18 units of degree applicable credit coursework. The certificate is not subject to approval by the Chancellor's Office and is not recorded on a student's transcript.

1.4 PROPOSER: _____ EXTENSION: _____
(Indicate person to whom questions should be directed.)

1.5 DIVISION CURRICULUM COMMITTEE (DCC) APPROVAL DATE: _____

2.0 PROPOSED ACTION:

_____ New Certificate	_____ Catalog Program Description
_____ New Option	_____ Course Requirements
_____ Inactivate Certificate	_____ Units
_____ Inactivate Option	_____ Other: (specify): _____
_____ Reactivate	_____
_____ Title: : _____	_____

(Indicate revised title.)

3.0 JUSTIFICATION:

The justification must address all areas indicated in 2.0 and is to be written in complete sentences. The addition or deletion of any course must be explained. If necessary, attachments are acceptable.

4.0 CATALOG PROGRAM DESCRIPTION:

A Catalog program description is to be no more than 125 words. A proposal for a new certificate must include a catalog program description; indicate the word count at the end of the description and list the key courses from which the description was developed. If a new option is being added to an existing certificate, review the current program description for relevancy, and, if necessary, revise the description. Any revisions to an existing description must be indicated with the highlighting of new text and/or the striking out of text that is to be removed. Indicate the word count at the end of the description. If necessary, attachments are acceptable.

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5.0 EXISTING CERTIFICATE			6.0 PROPOSED CERTIFICATE		
5.1 Course Requirements			6.1 Course Requirements		
<u>Title/Number</u>	<u>Descriptive Title</u>	<u>Units</u>	<u>Title/Number</u>	<u>Descriptive Title</u>	<u>Units</u>
5.2 Total Units:			6.2 Total Units:		
5.3 Number of units in the certificate or specific courses that must be completed at El Camino College:			6.3 Number of units in the certificate or specific courses that must be completed at El Camino College:		
5.4 Other Requirements:			6.4 Other Requirements:		

7.0 NOTIFICATION: *If this proposal includes a recommendation for the addition or deletion of a course or courses from another division(s), the dean of the division submitting this proposal must notify the dean(s) and counselor(s) of the other division(s). Notification must be completed before this proposal is submitted to the Curriculum Office.*

Deans receiving notification are responsible for informing their Division Curriculum Committees and appropriate faculty of the revisions

The following have been notified of additions or revisions to the certificate:

7.1 Division Dean(s): _____ Date: _____

7.2 Division Counselor(s): _____ Date: _____