**Modification to an Existing Certificate of Recognition**

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| **Faculty Author:** |  |
| **Program Title:** |  |

*Note: Most Certificates of Achievement require 16 or more units. Certificates requiring 8 – 15.5 units may be submitted for approval as a Certificate of Achievement; which allows them to be listed on transcripts, and may improve students’ eligibility for Federal Financial Aid.*

Complete the following sections of the Program Outline of Record (POR) within the eLumen workflow:

* Program Basics
* Proposal Details
* Program Outcomes
* Program Narrative

**DO NOT attempt to complete the Program Requirements or Recommended Sequence in eLumen.**   
Please complete the following section detailing the course/unit requirements and recommended course sequence for this Certificate of Achievement.

The Curriculum Specialist will take the information you provide and complete those sections in eLumen.

**Program Requirements**

*[insert table of course/unit requirements here]*

**Recommended Sequence**

Please complete the recommended sequence of courses with either a) specific courses, or b) a choice from a category of requirements (e.g., one course from restricted electives). Feel free to add or remove semesters as necessary.

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| **Semester 1** *[specify Fall, Spring, Fall/Spring, or Summer]* |
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| **Semester 2** *[specify Fall, Spring, Fall/Spring, or Summer]* |
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