**Modification to an Existing Certificate of Recognition**

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

*Note: Certificates of Recognition must require at least 8 units and fewer than 16 units. Because Certificates of Recognition are not approved by the Chancellor’s Office, they do not appear on student transcripts. You may elect to have an 8-15 unit Certificate reviewed and approved by the Chancellor’s Office, at which point it can be called a Certificate of Achievement.*

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 Recognition.

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.

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

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