**Proposal for Nonsubstantial Change to Certificate of Recognition**

*Note: Certificates of Recognition must require at least 12 units and fewer than 18 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 a 12-17 unit Certificate reviewed and approved by the Chancellor’s Office, at which point it can be called a Certificate of Achievement. Please contact Courtney Loder (*[*courtney-loder@redwoods.edu*](mailto:courtney-loder@redwoods.edu)*) with any questions.*

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| --- | --- | --- | --- | --- | --- | --- |
| Contact Person: | | | Email: | | | Phone: |
| Program Award: **Certificate of Recognition** | | | | | | |
| Program Title Change:  yes  no | Program Title: | | | | | |
| Program Goal: | | | | | TOPs [***SP01***]: | |
| Certificate Unit Change: yes  no | | Required Units for Certificate:  to  *minimum maximum* | | | | |
| Annual Completers:  (*expected completers each year after program is fully established)* | | | | Net Annual Labor Demand (CTE only):  *(estimated # of annual job openings)* | | |
| Faculty Workload: | | | | New Faculty Positions: | | |
| New Equipment: $ | | | | New/Remodeled Facilities: $ | | |
| Library Acquisitions: $ | | | | Program Review Date: | | |
| Gainful Employment:  yes  no | | | | Apprenticeship:  yes  no | | |
| Distance Education: | | | | | | |

**Justification:** *Describe change and rationale for changes*

**Change to Program Learning Outcomes:**  no  yes *(if yes, include revised PLOs in the space below)*



**Required Supporting Documentation**

1. Narrative for Nonsubstantial Change to Certificate of Recognition.

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| **Approval Dates** | |
| **Curriculum Committee:**  yes  no |  |
| **Academic Senate:**  yes  no |  |
| **Board of Trustees:**  yes  no |  |

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