

Certificate Program Permission and Verification (Undergraduate)

If a student is wishing to seek an undergraduate certificate, Financial Aid will need to have additional information to determine whether or not the coursework will affect Financial Aid eligibility (if applicable). The student will need to see the Certificate Advisor first to start the process.

Certificate Advisor

The Certificate advisor will need to fill out and submit a [Certificate Program Permission and Verification](#) request via SharePoint (<https://acad.sp.uta.edu/sites/advisors/cert/SitePages/Home.aspx>).

As the Certificate Advisor, you will need to fill out the form entirely, including all coursework that the student will need to take in order to satisfy the certificate, and whether or not those courses fit within the student's major degree. **Note: you can click the blue box to insert more rows.** If the certificate is not listed, you will need to contact Tanya Vittitow at Vittitow@uta.edu to add it to the form. An example of the form:

The form is titled "University of Texas at Arlington Certificate Program Permission and Verification" and includes a "Close" button. It contains several input fields: "Student Name*" (Blaze Maverick), "Maverick ID Number*" (1000555555), "UTA Email*" (blaze@uta.edu), "Certificate Program*" (Automotive Engineering Cert), "Certificate Hours Required*" (30), and "Student's Major Dept*" (Liberal Arts-Philosophy). A note states: "If certificate is not listed, please contact Tanya Vittitow at Vittitow@uta.edu." Below these fields is a table for listing courses. The table has three columns: "Certificate Courses Required*", "Within major degree? (including core, electives, and other degree requirements)*", and "Term Taken or Expected*". Three rows are shown: ENGL 1301 (No, Fall 2015), MATH 1301 (Yes, Fall 2015), and SPAN 1441 (No, Spring 2016). There is an "Insert item" button below the table. At the bottom, there is a question: "Has the student been advised on possible negative impacts to their Financial Aid?" with "Yes" selected. A "Submit" button is at the bottom right.

Certificate Courses Required*	Within major degree? (including core, electives, and other degree requirements)*	Term Taken or Expected*
ENGL 1301	<input type="radio"/> Yes <input checked="" type="radio"/> No	Fall 2015
MATH 1301	<input checked="" type="radio"/> Yes <input type="radio"/> No	Fall 2015
SPAN 1441	<input type="radio"/> Yes <input checked="" type="radio"/> No	Spring 2016

Once you submit the form, it will be forwarded to the student's Major Academic Advisor. This may or may not be the same as the certificate advisor. Note: Since the Major Academic Advisor may not be known, the request will be routed to the Major department and a chosen delegate will be notified. They may either approve the request or forward it to the student's Major Advisor. This is up to the department's discretion.

Major Academic Advisor

Once the Major advisor receives the form, he or she will need to update the student's MAP or assigned degree plan with the necessary information. This will also need to include any substitutions or waivers.

After the updates are made, you will need to attach an [Assigned Degree Plan](#) (click for example). **Note: You will not be able to submit the form without uploading the degree plan.** This will be used by the Office of Financial Aid to not only make a determination with Financial Aid eligibility, but will also be used for auditing purposes. It is necessary to show the courses required for the certificate and how they fit in the student's major, if they do at all. Once the degree plan specified for the student has been attached, you will submit the request. It will then be forwarded to the Office of Financial Aid for review. If any adjustments to the student's aid are necessary, the Office of Financial Aid will contact the student.

Example of Major Academic Advisor's section on the form:

The screenshot shows a form titled "Approvals" for Major Advisor Singleton, Kelly M. It contains two questions with radio button options for "Yes" and "No". The first question is "Has the student been advised on possible negative impacts to their Financial Aid?" with "Yes" selected. The second question is "Has MAP been updated to reflect certification coursework?" with "Yes" selected. Below these is a text prompt "Attach completed Assigned Degree Plan (including indicated substitutions, waivers, and certificate courses)*" followed by a file upload area showing a document named "2015-ae-c.pdf" (74.22 KB). At the bottom, there is a "Comments" text box, a "Submit" button, and a "Close" button.

If you have any questions or issues, please contact Tanya Vittitow at vittitow@uta.edu.