



NOTICE OF INTENT
to create a
New Certificate or Degree

This form is to be filled out before beginning work to create new Degree or Certificate.

- Type of program:
- Low-unit Certificate of Achievement (8-15 units)
 - Certificate of Achievement (16 units or higher)
 - Associate in Arts Degree (AA)
 - Associate in Science Degree (AS)
 - Associate in Arts Degree for Transfer (AA-T)
 - Associate in Science Degree for Transfer (AS-T)
 - Certificate of Competency (Noncredit)
 - Certificate of Completion (Noncredit)

Title of Degree or Certificate: _____

TOP Code: _____

Rationale:

I _____ am requesting to create a new Certificate or Degree and
Degree/Certificate Initiating Faculty's Name

have consulted with the following individuals:

- Department/Division Chair
- Area Dean
- CTE Dean (If CTE program)
- Curriculum Dean
- Vice President of Academic Affairs, CIO

Degree/Certificate Initiating Faculty's Name

Date