

## Templates for Graduate Certificates

### General Tip:

- Any time you are adding a link (internally or externally), please check the Open in New Window box.
- If you need to add in any Contact Information that differs from the Department Page or School/College Page, please add this before the Introduction.
  - Please include contact information (as applicable) in the following order
    - Contact(s)
    - Location
    - Phone Number
    - Email
    - Website
- This is a suggested layout. We will be working on a more cohesive layout across all schools/colleges for future catalogs

### Overview Tab-

This tab should include the following:

- (if applicable) [Graduate School Policies and Procedures](#) apply to this program.
  - Link- /cu-denver/graduate/graduate-school-policies-procedures/
- (If applicable) Contact information
- **Introduction**- Heading 2
  - If any additional headers needed, please use Headings 3, then Heading 4, etc as needed
- (if applicable) **Program Delivery**- Heading 2

General Note: Additional information such as the Application Process/Admissions Information should reside on the Department's Admissions tab with additional information as needed on the Program's overview tab.

Example:

# Historic Preservation Certificate

Overview

Degree Requirements

Student Learning Outcomes

## Introduction

Historic Preservation is significantly more than the restoration of buildings from the past. It is frequently a part of dynamic and inviting public spaces. It is at the forefront of the green building movement and environmental sustainability, and it can advance social equity while celebrating cultural diversity.

The Historic Preservation Certificate is designed for students and professionals who are pursuing or already hold a Master of Architecture, Master of Urban Planning, Master of Landscape Architecture, or anyone who wants to explore the diverse issues around Historic Preservation.

The Certificate is a 15 Credit Hour Program which can be completed in conjunction with other CAP programs or as a separate area of study for students or professionals who are already in the work environment.

## Admissions

Application to the Historic Preservation Certificate is open to all students holding a Bachelor of Architecture (B.Arch) degree from an accredited institution, or are currently pursuing or have completed a master's degree from an accredited institution. Students currently pursuing a CU Denver master's program are admitted on an automatic basis.

**Degree-seeking students:** please complete this [application form](#).

**Non-degree seeking students:** please complete this [application form](#).

## Degree Requirements Tab

This tab should include the following:

### Certificate Requirements - Heading 2

- Please use a numbered list for your Program Requirements

(Optional) **Certificate Restrictions, Allowances and Recommendations** - Heading 2

- Please use a numbered list for your Program Restrictions, Allowances and Recommendations

### Course List

Example:

Overview Degree Requirements

## Certificate Requirements

1. Students must complete a minimum of 12 credits from approved courses.
2. Students must complete all courses at the graduate level (5000 or above) to fulfill the requirements of the certificate.
3. Students must earn a minimum grade of B (3.0) in all certificate courses taken at CU Denver and must achieve a minimum cumulative certificate GPA of 3.0. All graded attempts in required and elective courses are calculated in the certificate GPA. Students cannot complete certificate or ancillary course requirements as pass/fail.
4. All of the credit hours for the certificate must be earned from faculty at the University of Colorado Denver.

Complete the following courses:

<a href="#">COMM 5051</a>	Advanced Strategic Communication	3
<a href="#">COMM 5240</a>	Organizational Communication	3
<a href="#">COMM 5939</a>	Internship	1-6
An elective at the graduate level from the College of Arts & Media, School of Business, the School of Public Affairs, or the Anschutz Medical Campus. <sup>1</sup>		3
<b>Total Hours</b>		<b>10-15</b>

<sup>1</sup> The elective must be approved in consultation with the Department of Communication.

Students may be permitted to take courses other than those listed above to fulfill the requirements for the certificate if those courses fit their professional goals better. Requests for approval for substitute courses, including an explanation for the substitution, must be made in writing to Dr. Hamilton Bean.

## Student Learning Outcomes Tab (if applicable):

1. Please use the following sentence if you will be linking out to an external website for Student Learning Outcomes-
  - a. To learn more about the Student Learning Outcomes for this program, please visit our website.

Example:

## English - Literature Option, BA

Overview	Degree Requirements	Student Learning Outcomes	Degree Map/Plan of Study
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To learn more about the Student Learning Outcomes for this program, please visit our [website](#).

2. If you will be listing your Student Learning Outcomes in the catalog, you may use a numbered list, bulleted list, or you can use a list with headings

Examples:


## Philosophy, BA

Overview	Degree Requirements	Student Learning Outcomes	Degree Map/Plan of Study
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The Learning Outcomes which are assessed in our classes include the following:

1. To explain fundamental philosophical concepts.
2. To outline and criticize the positions of some of the most important figures in the history of philosophy.
3. To identify and explain the import of at least some ethical and political issues.
4. To employ philosophical methodologies.
5. To write analytically and critically.
6. To engage in intellectual discussion and exchange.

The Learning Outcomes which are assessed in our classes include the following:

[Edit "Student Learning Outcomes"](#) 

<b>1) Knowledge of human cultures</b>	-
History student will <ul style="list-style-type: none"><li>• Identify people, events, and processes significant to their courses of study</li><li>• examine similarities and differences across chronologies, geographies, and themes</li><li>• explain how past peoples understood their worlds and how those understandings shaped the ways they acted</li><li>• analyze the range of social, cultural, political, and economic possibilities available to people in particular contexts</li><li>• analyze why change occurs</li></ul>	
<b>2) Intellectual and practical skills</b>	+
<b>3) Personal and social responsibility</b>	+
<b>4) Integrative and applied learning</b>	+

### **Degree Map/ Plan of Study Tab (if applicable):**

- If your program has a Degree Map or Plan of study that you will be linking out to, please use one of the following sentences:
  - To review the Degree Map for this program, please visit our website.
  - To review the Plan of Study for this program, please visit our website.

Example:

### **English - Literature Option, BA**

Overview	Degree Requirements	Student Learning Outcomes	Degree Map/Plan of Study
To review the Degree Map for this program, please visit our <a href="#">website</a> .			

If you have a Plan of Study you would like to add to your program's page, please contact [catalog@ucdenver.edu](mailto:catalog@ucdenver.edu) for more details.